Lead Implementation Specialist

Definition of Class
This is a supervisory position in which the incumbent provides leadership and direction for school improvement projects. The incumbent manages projects and personnel. This position frequently makes decisions by exercising discretion and independent judgment. This position reports to the Department Chair of Teacher Education within the School of Education.

Examples of Work Performed
Communicates progress and reports the status of projects to internal and external parties to ensure goals are met.

Provides leadership to the School Improvement staff and to the district/school staff.

Ensures all projects meet an established quality standard.

Provides supervision and guidance to specialists and coordinators to ensure timely and accurate completion of projects.

Analyzes and uses student achievement data for school improvement instructional purposes.

Conducts and attends meetings with district/school officials as needed to discuss new and existing school improvement efforts.

Develops, implements, maintains, and evaluates education and training materials and programs to achieve project goals.

Conducts education presentations, seminars, and workshops as required.

Ensures that project tasks such as tracking, evaluating and reporting are conducted in a timely manner.

Serves as liaison between department and external agencies.

Conducts training need assessments and oversees the formal evaluation process of School Improvement outcomes and deliverables.

Ensures efficient and effective operations to meet project deadlines.

Communicates project status to internal and external parties.

Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises staff assigned to School Improvement projects.
2. Oversees and manages School Improvement projects.
3. Provides visionary leadership to ensure activities contribute to the School Improvement mission and vision.
4. Analyzes and utilizes data to improve the instructional practices of external parties.
5. Develops training materials designed to improve instructional practices.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may occasionally be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree from an accredited college or university  
  AND
- **Experience:** Three (3) years of experience related to the above described duties.  
  AND
- **Licensure:** Current Mississippi Administrator License, or the ability to transfer license from another state, per requirements defined by the MS Department of Education.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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