

**EMPLOYMENT OPPORTUNITY
MISSISSIPPI SCHOOL OF THE ARTS**

P. O. Box 229, Brookhaven, Mississippi 39602

Principal

Base Salary: \$73,000 (240 day position)

**Please Note: Actual salary will be dependent on education and years of relevant experience.*

The Mississippi School of the Arts (MSA) is seeking applicants for the position of Principal. MSA is a statewide residential school that provides advanced programs of study in music, theatre, visual arts, dance, literary arts, and media arts. The Mississippi School of the Arts is located on the historic Whitworth College Campus in Brookhaven, Mississippi, which is approximately 60 miles south of Jackson, the state capital.

The Principal will work under the direct supervision of the Executive Director. This position encompasses duties that include, but are not limited to coordinating academic programs; providing leadership in curriculum, instruction and assessment; recruiting, hiring, and supervising faculty and staff; monitoring student progress; developing school policies and methods of operations; planning and managing budgets; assist in maintaining compliance with state policy and law for state special schools; foster and maintain a positive school climate and culture, oversee maintenance of academic counseling, discipline issues, record keeping, day medical personnel; and other assigned duties and services that are necessary to ensure the success of the Mississippi School of the Arts.

Examples of work performed in this classification include, but are not limited to, the following:

- **Coordinate and administer all Academic Programs**
- **Recruit and make recommendations for hiring, develop and retain faculty and staff**
- **Provide leadership in relation to curriculum, instruction and assessment**
- **Oversee the maintenance of the instructional budget**
- **Foster and maintain a positive school climate and culture**

The minimum qualifications for this position are:

Education:

Master's Degree from an accredited four year college or university;

AND

Experience:

Eight (8) years in the special experience defined below, four (4) years of which must have included administrative supervision.

Certification:

Possession of or eligible for a valid Mississippi administrator certificate or related license.

Documentation Required Prior to Hire:

A copy of Mississippi administrator certificate must be submitted with Experience and Training Record.

Special Experience:

Employment must have been in an educational, administrative, professional capacity in an area of work related to education Work experience must have included supervising and coordinating a variety of functions in an educational setting.

Applicants for this position must download the application and submit according to instructions found at [Employment Opportunities | Mississippi School of the Arts \(msabrookhaven.org\)](https://www.msabrookhaven.org/employment). Applications should be emailed to employment@msabrookhaven.org. Inquiries about the position may be made to Suzanne Hirsch at 601-823-1300 or by email at suzanne.hirsch@msabrookhaven.org. **The deadline for application submission is May 14, 2021.** Applicants selected for an interview will be contacted by phone.

The Mississippi School of the Arts does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

(Mississippi School of the Arts is an Equal Opportunity Employer)