

JOB ANNOUNCEMENT



SUPERINTENDENT OF EDUCATION

Submission Due Date:
May 13, 2026

POSITION SUMMARY

The Carroll County School District Board of Education is seeking competitive Applications from qualified applicants for the Superintendent of Education position.

The Superintendent provides strategic leadership and administrative oversight for all operations within the district. This role is responsible for the overall administration of the district's schools, ensuring the implementation of Board policies and the enforcement of State Board of Education regulations. The successful candidate will be a visionary leader committed to student achievement, fiscal responsibility, and community engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In accordance with Mississippi Code § 37-9-14, the Superintendent's duties include, but are not limited to:

- **Instructional Leadership**: Supervising methods of teaching and administration, ensuring the district meets or exceeds Mississippi Public School Accountability Standards.
- **Personnel Management**: Selecting, nominating for employment, and assigning duties to all licensed and non-licensed personnel.
- **Fiscal Oversight**: Acting as the special accounting officer and treasurer for district funds; ensure state audit compliance and collaborate with the Finance Director for the annual budget for Board approval.
- **Policy Implementation**: Implementing all decisions of the School Board and advising the Board on the need for new or revised policies.
- **Operations & Safety**: Overseeing the maintenance of all district facilities and ensuring compliance with student safety protocols, including mandatory reporting to youth courts and law enforcement when required by law.
- **Community Liaison**: Serving as the primary representative of the district to the public, fostering transparent communication between the schools and the community.

QUALIFICATIONS AND REQUIREMENTS

Candidates must meet the following minimum criteria as established by the Mississippi Department of Education (MDE) and in accordance with Mississippi Code § 37-9-13:

- **Licensure**: Must hold (or be eligible to hold) a valid Mississippi Administrator's License (Endorsement 486/Class AA or higher).
- **Experience**: A minimum of not less than six years of classroom or administrative experience, which shall include at least three (3) years of administrative experience as a school building principal:
 - (a) in a school with an "A" or "B" accountability rating, or
 - (b) in a school that increased its accountability rating by a letter grade during the period in which the principal was employed as principal at the school, or
 - (c) in a school with comparable accountability rating or improvement in another state which shall be verified by the Mississippi Department of Education.

Alternative qualifications adopted by the Mississippi Department of Education (MDE) are as follows:

- Licensure: Must hold at least a Master’s degree or higher from an accredited institution of higher education, and
- Have a minimum of six (6) years of documented successful leadership experience, as determined and verified by the appointing local school board. Examples include K–12 education – district level senior/executive leadership direct reports to local superintendent of education.

DESIRED QUALIFICATIONS

- **Strategic Planning**: Ability to develop and execute a multi-year strategic plan that improves the district's accountability rating.
- **Data-Driven Decision Making**: Proficiency in analyzing student performance data to drive instructional improvements.
- **Financial Literacy**: Proven experience in managing multi-million dollar budgets and navigating state and federal funding (MAEP, Title I, etc.).

SALARY AND BENEFITS

- Salary Range: \$98,000 – \$115,000 (Commensurate with experience).
- Benefits: Comprehensive package including participation in the Public Employees' Retirement System of Mississippi (PERS), health insurance, and professional development allowances.

Note to Applicants: The selected candidate will be required to undergo a formal background check and must be bonded in the amount required by Mississippi law.

APPLICATION

Required Elements Checklist:

1. Application – Required Signature
2. Letters of References (3)
3. Resume
4. Valid Mississippi Public Educator License
5. Transcripts of all college/university course work
6. One-page document that describes your vision, goals, and strategies for reaching these goals for the Carroll County School District

Electronic Submission: Application packets shall be submitted electronically in a PDF format via lbell@ccsd.ms no later than 3:00 p.m. (CST) on May 13, 2026. The email subject line and electronic document should be labeled Superintendent by First Name Last Name; Example: “Superintendent by Jane Doe.”

Applicants should allow at least 72 hours in advance of the due date in the event of unforeseen technical issues. Applications received after the time designated in the application announcement shall be considered late and shall not be considered.

Mailing Instructions: Applications shall be mailed and received in a sealed envelope no later than 3:00 p.m. (CST) on May 13, 2026. The return address label must be visible on the outside of the sealed envelope and shall include the name of the applicant. Mail to: CCSD School Board Attorney, Mrs. Lori M. Bell, Post Office Box 623, Carrollton, Mississippi, 38917.

RISK OF DELIVERY

The Carroll County School District will not be responsible for delivery delays or lost packets. Timely submission of the application package is the sole responsibility of the Applicant.

REQUEST FOR INFORMATION

Questions concerning this job announcement shall contact: lbell@ccsd.ms

CONDITIONS OF APPLICATION

The Carroll County School District Board of Education reserves the right to accept, reject, or negotiate submitted applications based on eligibility. The final decision rests solely with the Board Members.

ACCEPTANCE OF APPLICATIONS

Duplicate submissions of an electronic or mailed response will result in the LAST submission being as a modification to the original submission. The previous submissions will be rejected and will not be considered for the evaluation.

The Carroll County School District Board of Education reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation of the application that does not affect the application or the competitiveness, give one party an advantage or benefit over other parties, or adversely impacts the interest of the CCSD. All applications become the property of the CCSD.

Applicants should ensure that all guidelines and requirements are met before submitting applications. Please note that the CCSD staff will not grant permission to Applicants to change the criteria established in the application. This includes extending the date and time applications are due.

The Carroll County School District offers employment opportunities to all persons without discrimination in regard to age, sex, race, religion, disability, or national origin.

CARROLL COUNTY SCHOOL DISTRICT

APPLICATION FOR SUPERINTENDENT OF EDUCATION

Date of Application: _____

Name: _____

Last

First

Middle/Maiden

Present Address: _____

Street

City

State

Zip

Telephone: _____ Email: _____

Mississippi Certificate Number: _____ Class: _____

Type: _____ Expiration Date: _____

List names of three employment references, including principals, supervisors, and/or superintendents (past or present). Please give correct addresses and telephone numbers. Please enter with legible and complete information.

Name	Address	Position & District	Telephone Number

List professional and honors obtained throughout your career and date earned:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

What professional organizations are you affiliated with?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Are you presently under contract with any school system? _____ Yes _____ No

If yes, what school system? _____ Until _____

Have you ever been asked to resign, discharged, or failed to be reemployed in a teaching or administrative position? _____ Yes _____ No

If yes, give details: _____

Note: Please attach a resume and a one-page document that describes your vision, goals and strategies for reaching these goals for the Carroll County School District.

READ CAREFULLY

The information contained herein is true and represents me accurately. If employed, I agree to abide by all policies approved by the Carroll County Board of Education and will cooperate fully with the in-service programs for professional improvement. I agree that any omissions or false statements will constitute reasons for dismissal.

Signature

Date

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