



THE UNIVERSITY of  
**MISSISSIPPI**

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**JOB DESCRIPTION**

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**Director of MS Campaign for Grade-Level Reading**

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**Definition of Class**

This position provides strategic and operational leadership for Mississippi's involvement in the National Campaign for Grade-Level Reading (CGLR) to facilitate actions to improve the reading abilities of Mississippi's children and promote reading on grade-level by completion of the third grade. The incumbent provides oversight of activities to further the CGLR efforts to provide community level solutions as a support for the Mississippi Literacy-Based Promotion Act, works closely with a variety of stakeholder groups, develops plans for campaign implementation, and tracks results.

**Examples of Work Performed**

Serves on the advisory board of the Mississippi Campaign for Grade-Level Reading (CGLR) to develop and implement plans to improve grade-level reading in Mississippi.

Nurtures and supports local funders, local funder coalitions, state funders and state funder coalitions.

Collaborates with stakeholders to develop and implement the program.

Informs and advises stakeholders regarding progress within the program and strategies to maximize resources and collective impact.

Communicates pertinent information supporting the program via social media and other mechanisms specifically related to areas of summer learning, chronic absence, school readiness and third grade proficiency.

Facilitates involvement, improvement and collaborations among a variety of stakeholders.

Supports development of an action plan in newly recruited communities and supports existing communities in the implementation of the progress and sustainability indicators.

Develops community level solutions with a focus on school readiness, summer learning, chronic absence, school readiness and third grade proficiency.

Hosts annual state and regional meetings for communities to provide support for action plan implementation and assessment.

Strengthens communities' participation and engagement in national opportunities and recognition by providing support to complete the national-level applications, processes, etc.

Attends webinars, conference calls, face to face meetings as required

Completes record keeping activities.

Maintains knowledge and understanding of research-based best practices for early literacy development of young children, school readiness, school attendance, and summer learning.

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. Provides leadership in the development and implementation of the program.
2. Participates in the processes and procedures of the program.
3. Supports growth of and provides technical assistance to educational entities and organizations

**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 be required to lift up to approximately 25 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is occasionally required to walk, sit, talk and hear, use hands to handle, or feel; and reach with hand and arms.

**Experience/Educational Requirements:****Education:**

Master's Degree, in Education or a related field, from an accredited college or university.

AND

**Experience:**

Five (5) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**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.

Rev. 08/07/2017

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