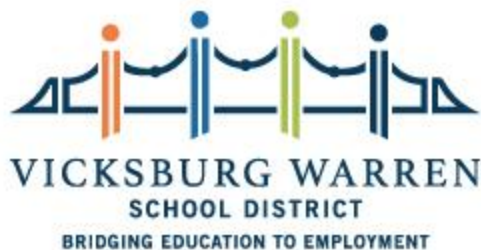


Dr. Toriano Holloway
Superintendent

Dr. Cedric Magee
Deputy Superintendent

Eric Green
Associate Superintendent



VWSD Board of Trustees
District 1 - Bryan Pratt
District 2 - Alonzo Stevens
District 3 - James Stirgus, Jr.
District 4 - Linda Patterson
District 5 - Joe Loviza

POSITION ANNOUNCEMENT

Position: Director of Human Resources

Location: Central Office

Contract: 240 Days

Reports to: Deputy Superintendent

Hired applicant will begin work July 1, 2025

Qualifications: Preferred qualifications include at least three years of experience in employee benefits, selection, performance appraisal, or training, along with three years in school administration. Knowledge of public school district operations, staffing, and Mississippi Department of Education functions is also preferred.

Job Goal: The Director of Human Resources oversees all personnel services for the Vicksburg Warren School District. Working closely with administrators, principals, and staff, the Director manages key areas such as recruitment, assessment, compensation, employee relations, benefits, training, and organizational development. This role involves complex, strategic leadership across all HR functions.

Job Duties and Responsibilities include but are not limited to: The Director of Human Resources oversees all aspects of personnel management, including recruitment, selection, placement, and retention of qualified staff. This role ensures employee records and certifications are maintained, benefits are administered, and personnel processes—such as hiring, evaluation, and discipline—are effectively coordinated. The Director supports compliance with HR regulations, collaborates with principals on performance improvement, and partners with educational institutions for teacher recruitment. Additionally, the role involves developing staffing strategies, training programs, compensation plans, and maintaining accurate job descriptions—all while aligning HR functions with the district's vision and goals.

Applications may be accessed online at www.vwsd.org. For questions please call 601-638-5122.