

Marvin H. Jeter, III

ADMINISTRATIVE EXPERIENCE:

9/02 to 9/04 **Mississippi Institutions of Higher Learning: Jackson, Mississippi**
Program Coordinator 2003 & 2004 - GEAR UP MS- 8,000 students
Office of Academic & Student Affairs: Coordinator

- Coordinated [overall program development and implementation](#)
- Wrote job descriptions & supervised area coordinators in program implementation - [Administrative Assistant](#), [Family & Community Outreach](#), [Professional Development](#), [Program Advancement](#), [Program Coordinator](#), [Public Relations-Recruitment](#), and [Tutoring & Mentoring](#)
- Consulted with superintendents and principals of the 32 districts and 56 schools in the network for the [2003-2004](#) & [2004-2005](#) school years
- Aligned services of [network partners](#) for optimal service to students
- Modeled/developed opportunities that focus on highest student achievement
- Assessed training needs, assisted in development/presentation & monitored participation in [professional development](#) opportunities for teachers, counselors, and administrators
- Collaborated with staff to facilitate summer enrichment programs
- Assisted with data collection/analysis of stakeholders' input for improvement
- Designed district programs to support the achievement of all students
- Arranged opportunities for teachers to participate in site planning
- Recommended support services that aligned with site school improvement plans, district visions, and No Child Left Behind Act
- Supported an environment conducive to educational growth
- Facilitated evaluation of program and student progress
- Assisted with selection, purchase and distribution of equipment, supplies, and resources
- Participated in [recruitment and marketing](#) of GEAR UP MS program
- Participated in [planning](#) & [hosting](#) the Southeastern Regional GEAR UP Conference and managed the [Exhibitors](#) for the event

PROFESSIONAL/CIVIC AFFILIATIONS:

- Member - University Club of Jackson, Mississippi
- President 2004-2005 - Phi Delta Kappa: Jackson Area Chapter
- Participant - Blueprint MS Education Committee/MS Economic Council 2003-2004
- Participant - Advisory Board for Mississippi State Scholars Program 2003-2004
- Participant - Mississippi P-20 Committee 2002-2004
- Member 2003-2005 - [Board of Mississippi Reading Association](#)
- Vice President of Programs 2003-2004 - Phi Delta Kappa: Jackson Area Chapter
- Member - Board of Actors' Playhouse: Brandon, Mississippi
- Member - [Leadership Licensure Study Group: MS Department of Education](#)
- Member - Advisory Board for Leadership Development: JSU/SREB
- Member - Advisory Committee for Graduate Degrees in Secondary Education: JSU
- President - Doctoral Student Association: Jackson State University - 2002-2003
- Participant - [Mississippi State Superintendent's Annual Leadership Summit](#) - 2003

REFERENCES:

[Dr. Milton Baxter](#)

State Director - MS Association for Supervision Curriculum Development

601-573-3899(H)

Former Assistant Commissioner for Research & Development - MS IHL

601-591-2210(C)

[Dr. Jayne Sargent](#)

Former Superintendent of Jackson and Meridian, Mississippi School Districts

601-957-1048(H)

1606 Pear Orchard Place

Jackson, Mississippi 39211

601-573-7663(C)