

Marvin H. Jeter, III

ADMINISTRATIVE EXPERIENCE:

98 to 99

Mississippi State Hospital: Whitfield, Mississippi

Lakeside School Principal/Supervisor

- Coordinated educational services at Lakeside School - grades K-12
- Insured appropriate assessment and placement of students according to state and federal regulations and the Oak Circle Center Program Manual
- Supervised, directed, and evaluated Lakeside School Personnel
- Developed and implemented policies and procedures for school
- Submitted budget requisitions and monitored budget allocations
- Participated in hospital and departmental special projects committees
- Compiled/submitted quarterly reports according to hospital goals and objectives
- Monitored and recommended improvement measures for QA reports
- Maintained personnel files documenting licensure/TMAB and CPR certification/annual physicals
- Participated in Clinical Management Team and Treatment Teams
- Supported teachers in adapting instructional methods to accommodate individual student learning styles and varied academic performance levels