



EDUCATION PROGRAM DEVELOPMENT SUPERVISOR

(PRESCHOOL DEVELOPMENT GRANT EARLY CHILDHOOD GENERAL EDUCATION COACH SUPERVISOR)
OFFICE OF EARLY CHILDHOOD
NON-STATE; TIME LIMITED

Salary Range: \$66,945.00 - \$100,517.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The incumbent will be a part of the early childhood education efforts throughout the state as a staff member of MDE in the Office of Early Childhood (OEC). The incumbent will be responsible for day to-day operations of the general education coaching efforts. The incumbent will supervise and support early childhood general education coaches that implement technical assistance through job-embedded coaching and training to pre-k teachers in the state. The incumbent will support districts, childcare centers and Head Start programs that need and request support from the OEC to prepare children to enter kindergarten. The incumbent will be trained and become reliable in CLASS, if not already reliable.

It is preferable the incumbent have:

- Knowledge surrounding the field of early childhood education.
- Ability to communicate and embrace the importance of developmentally appropriate practices.
- Experiences and background of early childhood through second grade.
- Ability to deliver training content to a diverse group of educators.
- Knowledge of Classroom Assessment Scoring System (CLASS).
- Ability to maneuver through web-based early learning data systems.
- Organized, detail oriented, self-motivated, and a team player.
- Fluent in Excel/Word/PowerPoint (email, spreadsheets, and databases).
- Ability to take direction from leadership in a professional manner.
- Ability to communicate effectively and accurately in verbal and written forms.
- Ability to provide leadership.

SPECIAL QUALIFICATIONS:

- Bachelor's degree in early childhood or education.
- Five (5) years of supervisory experience that include staff meetings, reporting, and coordination of travel.
- Five (5) years' experience in the classroom as an educator.
- Five (5) years' experience as a mentor or technical assistant.
- Three (3) years' experience of working independently without a manager on-site.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Master's Degree, 5+ years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: April 30, 2024

BENEFITS

- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES

- Dr. Jill Dent
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601-359-2932

