



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### **EDUCATION PROGRAM DEVELOPMENT TEAM LEAD** (PRESCHOOL DEVELOPMENT GRANT FAMILY ENGAGEMENT/TRANSITION REGIONAL COORDINATOR) **OFFICE OF EARLY CHILDHOOD** **NON-STATE; TIME LIMITED**

**Salary Range: \$56,346.00 - \$84,603.00**

Salary will be negotiable and commensurate with experience.

#### **RESPONSIBILITIES:**

The PDG Family Engagement and Transition Regional Coordinator (FE/TRC) will provide services on behalf of the Mississippi Department of Education's (MDE) Office of Early Childhood (OEC) by supporting the implementation of the expansion of early childhood education efforts in Northwest Mississippi that may include the following counties: Washington, Leflore, Sunflower, Bolivar, and Coahoma. The FE/TRC will be responsible for day-to-day operations of a designated regional area, team of coaches and be able to effectively support the goals and objectives established by MDE. The FE/TRC will be responsible for coaching to ensure providers address family engagement practices, carrying out large and small group training opportunities across the state, use the family engagement plan to support providers, provide on-going technical assistance to administrators and teachers to increase family engagement activities in Mississippi. The FE/TRC will provide supervision and leadership to five (5) Family Engagement/Transition Coaches. The FE/TRC will support childcare centers, districts, and Head Start programs that need and request support from the OEC on a more comprehensive level to more effectively prepare children to enter kindergarten. The FE/TRC The incumbent will be trained and become reliable in CLASS.

It is preferable the incumbent have:

- A positive outlook for the field of early childhood education in the state.
- Knowledge and expertise of family engagement and related activities.
- Knowledge surrounding the field of early childhood education.
- The ability to communicate and embrace the importance of developmentally appropriate practices.
- Diverse work experiences and background of early childhood through second grade.
- Experiences with family engagement activities and practices.
- The ability to convey and deliver training content to a diverse group of educators.
- Knowledge of classroom assessment scoring system (CLASS).
- Knowledge of and ability to maneuver through web-based early learning data systems.
- Organization skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent and accurate data entry skills in Excel/Word/Power Point (email, spreadsheets, and databases).
- The ability to take direction and advise from leadership in a professional manner.
- Three (3) years' experience of working independently without a manager on-site.
- The ability to effectively and accurately communicate via phone, text, or email.



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**SPECIAL QUALIFICATIONS:**

The preferred candidate must hold the following credentials:

- Bachelor’s degree in Family Studies/Family Relations or similar.
- Five (5) years of experience providing family education training and working with family engagement in the learning process.
- Five (5) years of experience that included planning/implementing meetings, reporting, and coordination of travel.

**EXPERIENCE/EDUCATION REQUIREMENTS:**

Typically requires a relevant Master’s Degree, may require certification, and 4+ years of experience.

**APPLY**

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: April 25, 2024

**BENEFITS**

- [mdek12.org/OHR/MDE-Employee-Benefits](http://mdek12.org/OHR/MDE-Employee-Benefits)

**INQUIRIES**

- Dr. Jill Dent  
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601-359-2932

