



CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT TEAM LEAD (EARLY LEARNING COLLABORATIVE COORDINATOR – NORTH MS) OFFICE OF EARLY CHILDHOOD STATE SERVICE

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

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Early Learning Collaborative Coordinator will be an integral part of the early childhood education efforts throughout the state as a staff member of MDE in the Office of Early Childhood (OEC) and implementation of the Early Learning Collaborative Act (ELCA) in North Mississippi that include the following counties: Tunica, Desoto, Marshal Benton, Tippah, Alcorn, Tishomingo, Coahoma, Quitman, Panola, Tate, Lafayette, Union, Prentiss, Itawamba, Bolivar, Sunflower, Tallahatchie, Yalobusha, Calhoun, Chickasaw, Monroe, Leflore, Grenada, Carroll, Montgomery, Webster, Clay, Oktibbeha, Lowndes, Lee, Pontotoc, and Choctaw. The Early Learning Collaborative Coordinator will be responsible for day-to-day operations of Early Learning Collaboratives in a designated regional area of the state to effectively support the goals and objectives established by MDE. The Early Learning Collaborative Coordinator will support the technical assistance strategies of implementation of the ELCA with pre-k teachers and administrators to ensure that they utilize developmentally appropriate practices and Classroom Assessment Scoring System (CLASS) in the classroom. The Early Learning Collaborative Coordinator will support districts, childcare centers 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 Early Learning Collaborative Coordinator 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 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.
- 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/PowerPoint (email, spreadsheets, and databases).
- The ability to take direction and advise from leadership in a professional manner.
- The ability to effectively and accurately communicate via phone, text, or email.

SPECIAL QUALIFICATIONS:

- Applicants must have a bachelor's degree in Early Childhood or Education.
- Five (5) years of supervisory experience that included planning/implementing 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.



MISSISSIPPI
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EDUCATION

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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: July 31, 2024

BENEFITS

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

INQUIRIES

- Dr. Jill Dent
JDent@mdek12.org
601-359-2932

