



CAREER OPPORTUNITY

PROGRAM SPECIALIST IV (PRESCHOOL DEVELOPMENT GRANT CURRICULUM SPECIALIST) OFFICE OF EARLY CHILDHOOD NON-STATE; TIME LIMITED

Salary Range: \$51,694.00 - \$77,617.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The incumbent 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). The incumbent will be responsible for writing, editing, and reviewing curriculum information needed. The incumbent will write, edit, compose, and analyze information; present information at trainings; and provide the curriculum team with support for projects. This position will develop reports throughout the year on the progress of all early childhood programs and the successes of pre-k programs across the state.

The preferred candidate must 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.
- 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 travel as needed.
- Ability to accurately write and develop curriculum.
- Ability to communicate effectively and accurately in verbal and written forms.

SPECIAL QUALIFICATIONS:

- Bachelor's degree in early childhood, education, or communication.
- Three (3) years of experience with editing, analysis, reporting, formatting, and writing publications.
- Three (3) years of experience writing curriculum.
- Three (3) years of experience of working independently without a manager on-site.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's degree and 4-7 years of experience.

APPLY

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

BENEFITS

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

INQUIRIES

- Dr. Jill Dent
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601-359-2932

