



## PROGRAM SPECIALIST IV

(PRESCHOOL DEVELOPMENT GRANT FAMILY ENGAGEMENT/TRANSITION COACH- NORTH MS)

### 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 Family Engagement/Transition Coach (FE/T) will use the family engagement plan to support school districts and early childhood service providers to provide on-going technical assistance to administrators and teachers with a menu of services to increase family engagement activities in the North Mississippi area that may 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 FE/T Coach will be responsible for the teaching and coaching to ensure schools address family engagement practices on their campuses. The FE/T Coach will be responsible for carrying out large and small group training opportunities across the state on topics related to family engagement. 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.

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

**INQUIRIES**

- Dr. Jill Dent  
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