



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT SPECIALIST II **OFFICE OF TEACHING AND LEADING** **STATE SERVICE**

Salary Range: \$40,287.00 - \$60,490.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) seeks to employ an Education Program Development Specialist II to serve as Assistant Coordinator of Special Recognition Programs and Training Logistics. Responsibilities consist of but are not limited to the following:

- Assist with planning and implementing a comprehensive staff development program designed to meet the training needs provided by the MDE Office of Teaching and Leading to local education agencies and other education shareholders.
- Assist with the development, implementation, and interpreting policies and procedures for the training program.
- Organize, develop, and maintain web content for the MDE Office of Teaching and Leading.
- Assist with conducting continuous needs assessments, for identifying training needs and developing appropriate training procedures.
- Assist with organizing and developing training manuals, testing and evaluation procedures, multi-media visual aids, and other educational materials.
- Assist with training assigned instructors and supervisory personnel in effective techniques for training in both general and specialized areas of the Office of Teaching and Leading.
- Coordinate established training courses with technical and professional courses offered by the Office of Teaching and Leading.
- Assist with the development and implementation of a strategic plan for accomplishing goals and objectives of the Office of Teaching and Leading.
- Assist with planning/coordination and execution of all special recognition programs and conferences hosted by the MDE Office of Teaching and Leading (i.e., Mississippi Administrator and Teacher of the Year, Parent of the Year, USSYP, Milken Educator Award, and Elevate Teachers Conference...).
- Performs related or similar duties as required or assigned.

SPECIAL QUALIFICATIONS:

The preferred candidate should possess good written and oral communication skills, data analysis experience, and the ability to work collaboratively across MDE program offices and school districts to accomplish the vision, mission, and goals of the Mississippi State Board of Education. Applicants must have experience in preparing training documents and presentations. Strong analytical and presentation skills are required.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a relevant Bachelor's Degree and 1-2 years of experience.



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359 North West Street | Jackson, MS | 39205-0771 | Hinds County | mdek12.org
Mississippi Department of Education is an Equal Opportunity Employer

APPLY



Visit [Mississippi State Personnel Board](#) to apply
Deadline: November 28, 2024

BENEFITS



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

INQUIRIES



- Sandra Hilliard
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601-359-3513

