



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### **EDUCATION PROGRAM DEVELOPMENT TEAM LEAD (619 EARLY CHILDHOOD SPECIAL EDUCATION COORDINATOR) OFFICE OF EARLY CHILDHOOD STATE SERVICE**

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

Salary will be negotiable and commensurate with experience.

#### **RESPONSIBILITIES:**

The incumbent will provide services on behalf of the Mississippi Department of Education's (MDE) Office of Early Childhood Education (OECE) by supporting the implementation of the Individuals with Disabilities Education Act (IDEA) throughout Mississippi, specifically those regulations pertaining to young children with disabilities. Along with participating in the work of the OECE, the incumbent will collaborate with staff from the MDE Office of Special Education (OSE) to provide administrative support specifically regarding data and outcomes for early childhood special education programs. The incumbent will work with districts to complete appropriate early childhood data collection processes and utilize said data to increase the quality of early childhood programs and improve child outcomes. The incumbent will provide a non-threatening, open, professional, collaborative work relationship while modeling effective early childhood practices and family engagement strategies for special education and general education pre-K teachers and administrators in schools, Head Start programs, and childcare centers. The incumbent will be required to communicate the impact of developmentally appropriate practices through specially designed instruction to improve outcomes for young children with disabilities. The incumbent will support the utilization of the Classroom Assessment Scoring System (CLASS) tool to effectively ensure school success and will be trained and reach reliability of the CLASS tool.

#### **The preferred candidate should have:**

- Experience leading others in a collaborative process.
- Knowledge of the Individuals with Disabilities Education Act (IDEA).
- Knowledge of developmentally appropriate practices.
- Knowledge of best practices for students with disabilities.
- The ability to collect and interpret data, specifically around early childhood special education.
- Experience in early childhood special education, specifically pre-kindergarten through second grade with appropriate teaching license.
- Successful experience facilitating adult learning to a diverse group of educators and delivering professional development specific to early childhood education (e.g., professional development feedback, surveys, letters, etc.).
- Knowledge of Classroom Assessment Scoring System (CLASS).
- Knowledge of and ability to maneuver through web-based early learning data systems.
- Organizational skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent in Excel/Word/PowerPoint/Outlook.
- The ability to take direction and advice from leadership in a professional manner.
- The ability to complete assigned tasks and manage time independently.
- The ability to communicate via phone and email effectively and accurately.
- The ability to travel as needed.



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**SPECIAL QUALIFICATIONS:**

- Bachelor’s degree in Early Intervention or Special Education.
- Three (3) years of experience providing on-site technical assistance to early childhood programs.
- Three (3) years of experience in the classroom as a special educator.
- Three (3) years of experience working with children birth – second grade.

**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: February 3, 2025

**BENEFITS** 

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

**INQUIRIES** 

- Dr. Jill Dent  
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