



## PROGRAM SPECIALIST TEAM LEADER OFFICE OF STUDENT ASSESSMENT NON-STATE; TIME LIMITED

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

Salary will be negotiable and commensurate with experience.

### RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a Program Specialist Supervisor for the Office of Student Assessment to serve as the ACT Programs Coordinator. This position will oversee assessment programs administered through and between the ACT Education Corp. and the MDE, including but not limited to the ACT and ACT WorkKeys.

### Key Responsibilities:

- Serve as the main point of contact for all inquiries regarding the ACT suite of assessments.
- Coordinate all activities between the Office of Student Assessment and ACT Education Corp. including program administration and contract management.
- Assist districts and schools with the administration of ACT assessments as necessary through state contracted services.
- Compile and present reports on ACT data and make recommendations for improvement to processes or program design.
- Assist other program areas within the Office of Student Assessment as needed.
- Work cross-functionally with other MDE program offices.

### SPECIAL QUALIFICATIONS:

Ideal candidates will have experience that includes program management, experience in service to both internal and external customers, experience in the secondary education environment, experience in assessment programs with preference to the ACT suite of assessments. The candidate should also have strong communication skills demonstrated through experience in training, sales, and/or team leadership.

### DOCUMENTATION REQUIRED:

Applicant must attach a valid copy of his/her certification or registration, when applicable.

### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's degree and 5-7 years of experience.

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: February 11, 2025

#### BENEFITS

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

#### INQUIRIES

- Alan Burrow  
[ABurrow@mdek12.org](mailto:ABurrow@mdek12.org)  
601-359-3052

