



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### EDUCATION PROGRAM DEVELOPMENT SPECIALIST III OFFICE OF SPECIAL EDUCATION NON-STATE; TIME-LIMITED

**Salary Range: \$47,426.00 - \$71,208.00**

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

This position is in the Bureau of Data and Compliance, Office of Parent Engagement and Support in the Office of Special Education (OSE). Duties will include providing support to local education agencies, parents, and other stakeholders, programmatic subrecipient monitoring activities, investigations, report development, related follow up activities and other education stakeholders regarding the rights and obligations outlined in IDEA, work with the OSE team of professionals to investigate state complaints, conduct parent engagement training/workshops, develop and review reports, and other duties as assigned. This work involves analysis of problems and educational needs of school districts when developing recommendations for corrective action to meet state and federal requirements. As such, the candidate must possess knowledge of the Individuals with Disabilities Education Act (IDEA), IDEA's implementing regulations, and State Board of Education policies. The position may also be responsible for assisting in developing, scheduling, and screening of educational and other related programming.

#### SPECIAL QUALIFICATIONS:

- Bachelor's degree required, higher levels of education preferred and 5+ years of experience in the field of education, special education is preferred.
- Proficient in various technologies including, but not limited to, Microsoft Teams, email and calendar functionality, Microsoft Office products, other virtual meeting platforms.
- A valid MS Educator's License is required. Excellent oral and written communication skills are required.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a relevant Bachelor's Degree and 3+ years of experience.

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: May 8, 2025

#### BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](https://mdek12.org/humanresources/mde-employee-benefits/)

#### INQUIRIES

- Sharon Coon  
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601-359-3498



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