



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### EDUCATION PROGRAM DEVELOPMENT SPECIALIST III OFFICE OF CAREER AND TECHNICAL EDUCATION STATE SERVICE

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

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking an Education Program Development Specialist III for the Office of Career and Technical Education (CTE) / Student Organizations. The preferred candidate should have experience with state and/or local Future Business Leaders of America (FBLA).

#### SPECIAL QUALIFICATIONS:

The candidate for this position must possess the following knowledge and skills:

- Experience with online conference registration, competitive events planning and possess organizational skills in putting together and conducting multiple conferences.
- Extensive travel is required to speak with students and teachers at various schools across the state. Out-of-state travel is required at various times during the year.
- Make dynamic classroom presentations about FBLA for all teachers as requested during the year.
- Set up and conduct Fall, District, and State Conferences during the school year to offer FBLA leadership workshops and competitive events.
- Create informational materials about FBLA that are posted to the MDE website/Career and Technical Education.
- Create and distribute a guide to all current and perspective chapters that include information on the bylaws, competitive events, dress code and code of conduct.
- Create and maintain an Advisory Council that consists of business and industry, teachers, students, program supervisors, and the Student Organizations State Coordinator.
- Create and maintain a Competitive Events team. This team consist of teachers across the state who work with each category of student organization competitive events.
- Manage the student organization bank accounts with income and disbursements.

#### 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 2, 2025

#### BENEFITS

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

#### INQUIRIES

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