



CONTRACT CAREER OPPORTUNITY

INTERIM EXECUTIVE DIRECTOR OFFICE OF SPECIAL EDUCATION

Salary Range: \$95.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

- Planning, administering, and directing the state's special education programs.
- Enhancing, developing, interpreting, and implementing special education policies and procedures.
- Ensuring compliance with state and federal program regulations and fiscal regulations
- Developing and administering state and federal budgets.
- Developing, managing, and mentoring personnel in the Office of Special Education.
- Creating networks with a wide range of stakeholders, which includes local school district personnel, elected officials, advisory groups, agencies serving students with disabilities at the local, state, and national levels.
- Preparing information and presentations for the State Board of Education (SBE), the Mississippi Legislature, and various commissions.
- Providing public school officials with information regarding effective educational policies and procedures for serving students with disabilities.
- Establishing positive working relationships with school districts.
- Serving as a member of the Chief Academic Officer's Leadership Team.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Typically requires a Master's Degree, nine (9) years in special education experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.
- Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau.
- Work experience must have included supervising and coordinating a variety of functions.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Interim Executive Director-Office of Special Education." The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References
- A valid copy of his/her certification or license

The deadline for applicants to apply is April 25, 2025.

INQUIRIES

- Erin Meyer
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601-359-2585

