



CONTRACT CAREER OPPORTUNITY

COMPLIANCE MONITOR OFFICE OF SPECIAL EDUCATION

Salary Range: \$87.50 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

Compliance contract workers will work in the Office of Special Education's Office of Data and Compliance and the Office of IDEA Fiscal Support to provide support in ensuring LEA data, fiscal, and programmatic compliance with the Individuals with Disabilities Education Act. Contract workers will provide the following services:

- Work with LEAs to understand fiscal and programmatic monitoring procedures.
- Work with LEAs to understand federal data reporting requirements and submission of data to the State, conduct desk audits, on-site visits, and investigations to LEAs to assess and/or verify compliance with State and Federal Special Education Policy.
- Provide corrective actions plans for areas found to be in noncompliance and substantiate with supporting documentation.
- Draft reports of findings using the template provided.
- Conduct follow-up as needed to assist LEAs with correcting instances of noncompliance.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Attend mandatory trainings conducted by the Office of Special Education.
- Ability to travel to assigned areas within the State of Mississippi, when applicable.
- Available to participate in all phases of the monitoring, investigative, and/or data submission process (pre-on-site staffing, on-site visits, post-site staffing desk audits).
- Ability to demonstrate excellent written and verbal skills.
- Experience and proficiency with Microsoft Office (Word, Excel, Outlook, TEAMS) and zoom.
- Ability to communicate effectively in educational settings.
- Comprehensive knowledge of IDEA.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Compliance Monitor." The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References

The deadline for applicants to apply is May 21, 2025.

INQUIRIES

- Vanessa Virgil-Ruffin
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601-359-3498

