



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 SkillsUSA.

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 SKILLSUSA for all teachers as requested during the year.
- Set up and conduct Fall, Regional, and State Championship during the school year to offer SKILLSUSA leadership workshops and competitive events.
- Create informational materials about SKILLSUSA that are posted to the MDE website/Career and Technical Education.
- Create and distribute a guide to all current and perspective chapters that includes 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 Director.
- Create and maintain a Competitive Events team. This team consists 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: June 4, 2025

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Shanta Washington
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601-359-3974



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