



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROGRAM SPECIALIST SUPERVISOR **OFFICE OF EDUCATOR CONTINUUM** **NON-STATE; TIME-LIMITED**

Salary Range: \$61,417.00 - \$92,217.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking an Educator Preparation and Leadership Program Supervisor. This position is responsible for coordinating and supporting the state's program review process with educator preparation providers (EPPs) to ensure day-one ready teachers and leaders. Core role functions include, but are not limited to:

- Providing technical assistance to educator preparation providers (EPPs) through site visits, program reviews, and individualized support to ensure compliance with national and state expectations for licensure-track programs such as Title II requirements, CAEP standards, EPP Process and Performance Guidelines, EPP annual reporting requirements.
- Coordinating and communicating information effectively regarding progress with program review and/or approval in preparation for national accreditation visits.
- Building capacity within educator and leader preparation programs to strengthen partnerships with local school districts, including critical shortage areas.
- Developing collaborative opportunities for EPPs, districts, and other education stakeholders to define and support the real needs of K-12 administration through quality learning experiences spanning the leadership development continuum.
- Maintaining a high level of detail orientation and initiative under general guidelines while managing multiple priorities and meeting deadlines with accuracy.
- Performing other tasks or duties as assigned.

SPECIAL QUALIFICATIONS:

- Demonstrated ability to improve student outcomes as a school or district leader.
- Demonstrated experience with educator and/or leader preparation programs as a faculty member, adjunct professor, university supervisor, higher education administrator, or program director.
- Exceptional communication and facilitation skills across in-person and virtual settings with a variety of education stakeholders.
- Strong multi-tasking abilities and detail orientation.
- Fluency in the Microsoft Office Suite.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Typically requires a Bachelor's degree and 7+ years of experience and 2-4 years of supervisory experience.
- A Doctoral or Master's Degree (Preferred, Bachelor's Degree at Minimum) from an accredited four-year college or university, 7+ years of experience in the special experience defined below, and 2-4 years of supervisory experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: May 12, 2025

BENEFITS

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

INQUIRIES

- Dr. Courtney Van Cleve
cvancleve@mdek12.org
601-359-3513

