



CONTRACT CAREER OPPORTUNITY

EARLY CHILDHOOD GENERAL EDUCATION REGIONAL COORDINATOR (NORTH, MS) OFFICE OF EARLY CHILDHOOD EDUCATION

Salary Range: \$36.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The General Education Regional Coordinator (RC) will provide services on behalf of the Mississippi Department of Education's (MDE) Office of Early Childhood (OEC) by supporting the implementation of the expansion of early childhood education efforts in North Mississippi that include the following counties: Tunica, Desoto, Marshal, Benton, Tippah, Alcorn, Tishomingo, Coahoma, Quitman, Panola, Tate, Lafayette, Union, Prentiss, Itawamba, Bolivar, Sunflower, Tallahatchie, Yalobusha, Calhoun, Chickasaw, Monroe, Leflore, Grenada, Carroll, Montgomery, Webster, Clay, Oktibbeha, Lowndes, Lee, Pontotoc, and Choctaw. The RC will be responsible for day-to-day operations of a designated regional area, team of coaches and be able to effectively support the goals and objectives established by MDE. The RC will support the technical assistance strategies and training to pre-k teachers in the state to support developmentally appropriate practices, and utilization of the Classroom Assessment Scoring System (CLASS) in the classroom. Work involves formulating, coordinating, and supervising state and local school district programs in compliance with the state laws and federal regulations. The RC exercises authority in establishing objectives, standards, and control measures for programs. The RC will provide supervision and leadership to five (5) Early Childhood Coaches working in the field. The RC will support districts that need and request support from the OEC on a more comprehensive level to more effectively prepare children to enter kindergarten. The RC will be trained and become reliable in CLASS.

It is preferable the regional coordinator have:

- A positive outlook for the field of early childhood education in the state.
- Knowledge surrounding the field of early childhood education.
- The ability to communicate and embrace the importance of developmentally appropriate practices.
- Diverse work experiences and background of early childhood through second grade.
- The ability to convey and deliver training content to a diverse group of educators.
- Knowledge of Classroom Assessment Scoring System (CLASS).
- Knowledge of and ability to maneuver through web-based early learning data systems.
- Organization skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent and accurate data entry skills in Excel/Word/PowerPoint (email, spreadsheets, and databases).
- The ability to take direction and advise from leadership in a professional manner.
- The ability to effectively and accurately communicate via phone, text, or email.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Applicants must have a bachelor’s degree in Early Childhood or Education.
- Five (5) years of supervisory experience that included planning/implementing staff meetings, reporting, and coordination of travel.
- Five (5) years’ experience in the classroom as an educator.
- Five (5) years’ experience as a mentor or technical assistant.
- Three (3) years’ experience of working independently without a manager on-site.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, “Early Childhood General Education Regional Coordinator - North, MS” The following documents must be submitted:

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

The deadline for applicants to apply is June 17, 2025.

INQUIRIES

- Dr. Jill Dent
JDent@mdek12.org
601-359-2932