



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT SPECIALIST III OFFICE OF TEACHING AND LEADING STATE SERVICE

Salary Range: \$47,425.15 - \$71,208.87

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ a Continuum Services Representative who will be responsible for organizing, coordinating, and reporting of educator workforce continuum services in the Mississippi Department of Education Office of Teaching and Leading. This candidate must be driven, detail-oriented, a team player and have the ability to communicate in writing and verbally while managing multiple priorities and meeting deadlines with accuracy.

Additional responsibilities include but are not limited to the following:

- Assist stakeholder engagement efforts across the Office of Teaching and Leading (OTL) by coordinating scheduling, meeting spaces, food, and travel.
- Assist internal efficiency by tracking document routing for signatures, organizing work/leave scheduling requests, supporting new hire processes/onboarding, and other administrative functions as needed.
- Organize workflows and projects related to the Divisions of Educator Talent Acquisition, Preparation, Pathway Innovation, Effectiveness, and Professional Development to enhance program continuity and organizational knowledge.
- Support processes for maintaining forms, reporting systems, and shared files related to the Mississippi Teacher Residency, Program Reviews, Professional Growth System, Professional Development Services, Elevate Teachers Conference and other OTL efforts.
- Operate with a high level of accuracy and discernment/confidentiality around sensitive information. Work independently within general direction and guidelines yet recognize when to seek assistance.
- Manage timelines and deliverables by compiling meeting minutes, addressing next steps, and calendaring key dates/deadlines as needed to complete projects.

SPECIAL QUALIFICATIONS:

A Bachelor's or Master's degree is preferred. Experience as a document controller, project manager, file clerk or executive assistant is preferred. Fluency in Microsoft Office Suite and Adobe is also preferred. The candidate must possess exceptional communication, problem solving, relational, and organizational skills. The candidate must have the ability to organize efforts across the Divisions of Educator Talent Acquisition, Preparation, Licensure, Effectiveness, Professional Development, and Innovative Pathways into clear and accurate templates, guidebooks, workflows, and/or filing systems. The candidate must complete related or similar duties as required or assigned.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a relevant Bachelor's Degree and 3+ years of experience.



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359 North West Street | Jackson, MS | 39205-0771 | Hinds County | mdek12.org
Mississippi Department of Education is an Equal Opportunity Employer

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: July 1, 2025

BENEFITS

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

INQUIRIES

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

