



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### EDUCATION PROGRAM DEVELOPMENT SPECIALIST III OFFICE OF SPECIAL EDUCATION NON-STATE; TIME LIMITED

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

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

This position is in the Bureau of Data and Compliance in the Office of Special Education (OSE). Duties will include providing support to local education agencies, and other education stakeholders regarding the rights and obligations outlined in IDEA, assist with programmatic subrecipient monitoring activities, develop and review reports, and other duties as assigned. This work involves analysis of problems and educational needs of school districts when developing recommendations for corrective action to meet state and federal requirements. As such, the candidate must possess knowledge of the Individuals with Disabilities Education Act (IDEA), IDEA's implementing regulations, and State Board of Education policies. The position may also be responsible for assisting in developing, scheduling, and screening of educational and other related programming.

- Provide support for projects within the Bureau of Data and Compliance, Office of Integrated Monitoring Systems, to include, but not limited to, providing support to school districts, parents, and other stakeholders, programmatic subrecipient monitoring activities, report development, and related follow up activities.

#### SPECIFIC QUALIFICATIONS:

- Excellent oral and written communication skills are required.
- Proficient in various technologies including, but not limited to, Microsoft Teams, email, and calendar functionality, Microsoft Office products, other virtual meeting platforms.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

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

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: July 7, 2025

#### BENEFITS

- [mdek12.org/OHR/MDE-Employee-Benefits](https://mdek12.org/OHR/MDE-Employee-Benefits)

#### INQUIRIES

- Sharon Coon  
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