



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM ADMINISTRATOR OFFICE OF SPECIAL EDUCATION NON-STATE; TIME LIMITED

Salary Range: \$66,944.47 - \$100,517.13

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

This position is in the District Services and Program Operations Division of the Office of Special Education (OSE). The candidate will be responsible for overseeing the programmatic implementation of multiple special education programs and must possess extensive knowledge of IDEA regulations and MDE policies. Excellent communication skills are essential, as daily interactions with diverse stakeholders and Local Educational Agencies are required. In addition, the candidate must coordinate with the individual programs within the office to collect, create, and respond to all Public Reporting as well as work with the State Director and the Director of Financial & Fiscal Operations on activities related to Human Resources, budgets, and OSE policies.

SPECIAL QUALIFICATIONS:

Experience in the field of special education is preferred. Excellent verbal and written communication skills are necessary. 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 Master's Degree and 7+ years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: July 18, 2025

BENEFITS

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

INQUIRIES

- Vanessa Virgil-Ruffin
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601-359-3498



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