



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT SPECIALIST II OFFICE OF TEACHING AND LEADING/EDUCATOR LICENSURE STATE SERVICE

Salary Range: \$40,286.40 - \$60,490.04

Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education is seeking to employ an individual to serve in the position of Education Program Development Specialist II as a Licensure Specialist/Analyst for the Office of Teaching and Leading Division of Educator Licensure.

RESPONSIBILITIES:

Second-level professional Educational Program position providing guidance and consultation services in moderately complex and specialized fields of educational programs. Incumbents provide assistance and may advise other members of the department staff as well as to school Administrators and other agencies, institutions, or departments. The work involves analysis of problems and educational needs of schools and may recommend corrective action necessary to maintain education standards commensurate with the needs of the school and community in meeting minimum state and federal requirements. May also be accountable for assisting in developing, scheduling, and screening of educational and other related programming. May assist to support program compliance with state and federal laws.

- The candidate will serve as a Licensure Specialist/Analyst who will be responsible for processing licensure application requests.
- The candidate will analyze all documents required for the initial issuance and renewal of teacher, administrator, and instructional support personnel licenses.
- The candidate will provide verbal and written guidance to applicants through written, virtual, and telephone consultations daily.
- Consistently demonstrate excellent communication and interpersonal skills in multiple social and cultural contexts.
- Ability to assist with planning the activities of the Division of Educator Licensure in order to achieve the program and SBE goals and objectives.
- Assist with data analysis process regarding Educator Licensure activities to improve services rendered.
- Possess and maintain up-to-date knowledge of the educator licensure guidelines adopted by the State Board of Education/State Legislature, standardized licensure assessments required for educators, and other related policies/statutes.
- Assist with special programs within the Division of Educator Licensure.
- Maintain collaborative relationships and activities with MDE program offices and local school districts.
- Perform other duties as assigned or required.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a relevant Bachelor's Degree and 1-2 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 30, 2025

BENEFITS

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

INQUIRIES

- Tamika Lipsey
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601-359-3513

