



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### EDUCATION PROGRAM DEVELOPMENT SPECIALIST II OFFICE OF SPECIAL EDUCATION STATE SERVICE

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

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

Provide support for projects within the Bureau of Fiscal Services within the Office of Special Education, but not limited to:

- Utilizes the Mississippi Comprehensive Automated Performance System (MCAPS), to conduct reviews of initial IDEA funding applications and revisions to determine accuracy and compliance using established guidelines and principles.
- Serves as district level contact for Local Education Agencies (LEAs) IDEA funding application submission and revisions.
- Schedules/Conducts virtual technical assistance calls with LEA special education director and other fiscal designees.
- Participates in virtual and in-person technical assistance activities with national technical assistance centers, communities of practice, and internal program offices.
- Assists with fiscal monitoring activities.
- Assists with the review and development related policies and procedures.
- Monitors schedules and track deadlines for various programs, grants, site visits and technical assistance activities.
- Assists with Internal Fiscal Operations.

#### SPECIFIC QUALIFICATIONS:

Typically requires a bachelor's degree and 1-2 years' experience in a relevant field is required. Experience in education and/or special education is preferred. Excellent written and verbal 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 1-2 years of experience.

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: September 9, 2025

#### BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](https://mdek12.org/humanresources/mde-employee-benefits/)

#### INQUIRIES

- Vanessa Virgil-Ruffin  
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