



CONTRACT CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT COORDINATOR OFFICE OF STUDENT ASSESSMENT

Salary Range: \$80.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

- Knowledge of state statutes and State Board regulations related to the Mississippi Statewide Assessment System.
- Review state assessment systems and documentation to ensure alignment with the Elementary and Secondary Education Act (ESEA) peer review requirements.
- Prepare and organize documentation for ESEA peer review materials, correspondence, and feedback from the U.S. Department of Education (ED).
- Review assessment items, passages, and stimuli to ensure they accurately measure the intended content standards and objectives.
- Evaluate assessment items for clarity, grammar, punctuation, and consistency of format and style. Check that all graphics, tables, and figures are accurate, clear, and relevant to the item's intent.
- Ensure test items align with test blueprints, content frameworks, and assessment specifications.
- Collaborate with internal review teams including the Technical Advisory Committee.
- Assist with the review and construction of RFP, RFQ, and RFA submissions.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Typically requires a Master's Degree, 5+ years of experience.
- A Doctorate Degree (Preferred) from an accredited four-year college or university.
- Five Plus (5+) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.
- Employment must have been in an area of work related to the functional responsibility of the position.

SPECIAL EXPERIENCE:

- Experience with and knowledge of the ESEA peer review process.
- Experience with the review and direction of large-scale assessment systems.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, " Education Program Development Coordinator " The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References

The deadline for applicants to apply is October 31, 2025.

INQUIRIES

- Alan Burrow
ABurrow@mdek12.org
601-359-3514

