



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### **EDUCATION PROGRAM DEVELOPMENT TEAM LEAD** **PRESCHOOL DEVELOPMENT GRANT EARLY CHILDHOOD GENERAL EDUCATION REGIONAL** **COORDINATOR – CENTRAL MS** **OFFICE OF EARLY CHILDHOOD EDUCATION** **NON-STATE; TIME LIMITED**

**Salary Range: \$56,345.82 - \$84,603.26**

Salary will be negotiable and commensurate with experience.

#### **RESPONSIBILITIES:**

The PDG General Education Regional Coordinator (RC) will provide services on behalf of the Mississippi Department of Education's (MDE) Office of Early Childhood (OEC) by supporting the implementation of the Preschool Development Grant and the expansion of early childhood education efforts in Central Mississippi that includes Hinds County. The RC will be responsible for day-to-day operations of a designated regional area, team of coaches and be able to effectively support the goals and objectives established by MDE. The RC will support the technical assistance strategies and training to pre-k teachers in the state to support developmentally appropriate practices, and utilization of the Classroom Assessment Scoring System (CLASS) in the classroom. Work involves formulating, coordinating, and supervising state and local school district programs in compliance with the state laws and federal regulations. The RC exercises authority in establishing objectives, standards, and control measures for programs. The RC will provide supervision and leadership to five (5) Early Childhood Coaches working in the field. The RC will support districts, childcare centers and Head Start programs that need and request support from the OEC on a more comprehensive level to more effectively prepare children to enter kindergarten. The RC will be trained and become reliable in CLASS.

#### **Desired Attributes or Skills:**

- A positive outlook for the field of early childhood education in the state.
- Knowledge surrounding the field of early childhood education.
- The ability to communicate and embrace the importance of developmentally appropriate practices.
- Diverse work experiences and background of early childhood through second grade.
- The ability to convey and deliver training content to a diverse group of educators.
- Knowledge of Classroom Assessment Scoring System (CLASS).
- Knowledge of and ability to maneuver through web-based early learning data systems.
- Organization skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent and accurate data entry skills in Excel/Word/PowerPoint (email, spreadsheets, and databases).
- The ability to take direction and advise from leadership in a professional manner.
- The ability to effectively and accurately communicate via phone, text, or email.

#### **SPECIAL QUALIFICATIONS:**

- Applicants must have a bachelor's degree in Early Childhood or Education.
- Five (5) years of supervisory experience that included planning/implementing staff meetings, reporting, and coordination of travel.
- Five (5) years' experience in the classroom as an educator.
- Five (5) years' experience as a mentor or technical assistant.
- Three (3) years' experience of working independently without a manager on-site.



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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

**EXPERIENCE/EDUCATION REQUIREMENTS:**

Typically requires a relevant Master’s Degree, may require certification, and 4+ years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: October 14, 2025

BENEFITS

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

INQUIRIES

- Dr. Jill Dent  
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601-359-2932

