



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROGRAM SPECIALIST IV

(PRESCHOOL DEVELOPMENT GRANT EARLY CHILDHOOD GENERAL EDUCATION
COACH- CENTRAL)

OFFICE OF EARLY CHILDHOOD EDUCATION

NON-STATE; TIME LIMITED

Salary Range: \$51,693.41 - \$77,617.67

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The PDG Early Childhood General Education Coach (ECC) 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 the Central area of Mississippi that includes Hinds County. The ECC will provide a non-threatening, open, professional, collaborative work relationship while modeling effective early childhood teaching and family engagement strategies and support and conduct trainings for pre-k teachers and administrators in schools, Head Start centers, and childcare centers. The ECC will be required to identify, and document needs within a web-based early learning system to develop quality improvement plans, communicate the impact of developmentally appropriate practices, and support the utilization of the Classroom Assessment Scoring System (CLASS) tool to effectively ensure school success. The ECC will be trained and reach reliability of the Classroom Assessment Scoring System (CLASS) tool.

The preferred candidate should have:

- A positive outlook for the field of early childhood education in the state.
- Knowledge of developmentally appropriate practices.
- Experience in early childhood, specifically pre-kindergarten through second grade.
- Experience leading others in a collaborative process.
- Successful experience facilitating adult learning to a diverse group of educators and delivering professional development specific to early childhood education (e.g., professional development feedback, surveys, letters, etc.).
- Experience providing positive, effective feedback about instruction to educators.
- Knowledge of Classroom Assessment Scoring System (CLASS).
- Knowledge of and ability to maneuver through web-based early learning data systems.
- Organizational skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent in Excel/Word/PowerPoint/Outlook.
- The ability to take direction and advise from leadership in a professional manner.
- The ability to effectively and accurately communicate via phone or email.
- The ability to travel on a daily basis.

SPECIAL QUALIFICATIONS:

The preferred candidate should hold the following credentials:

- Bachelor's degree in Early Childhood or Education.
- Three (3) years of experience providing on-site technical assistance to early childhood classrooms.
- Three (3) years of experience in the classroom as an educator.
- Three (3) years of experience working with children birth – second grade.



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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 Bachelor’s degree and 4-7 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: October 20, 2025

BENEFITS

- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES

- Dr. Jill Dent
JDent@mdek12.org
601-359-2932

