



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM ADMINISTRATOR

OFFICE OF SPECIAL EDUCATION
NON-STATE; TIME LIMITED

Salary Range: \$66,944.47 - \$100,517.13

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE), Office of Special Education (OSE), is currently seeking an Education Program Administrator. This role will serve as the Data Compliance Bureau Director and will be responsible for developing and collaboratively working with the Office of Technology and Strategic Services (OTSS) as it relates to the collection of valid and reliable data related to students with disabilities. Additionally, this position will define the scope, objectives and functionality of the applications based on the business rules and processes related to the SPP/APR and LEA Determinations.

Responsibilities will include:

- The design of Data collection and reporting of SPP/APR for each LEA.
- Training and Support for State and LEA level related to valid and reliable data collection.
- Support LEAs with Remote Learning Opportunities, Question and Answers as needed and Technical Assistance related to Data to guide better student outcomes and functional outcomes.
- Oversight and coordination of the data team in the development of practices and processes related to Indicators 1-18 and Edfacts (616 and 618) submissions.
- Improvement and strengthening strategies for data collection, implementation, and improvement.
- Integration of Data collection across three Bureau Divisions to support the General Supervision of LEA subgrantees.
- Collaborate and communicate consistently with staff regarding tasks, expectations, and goals aligned to the Integrated Monitoring System.
- Identify projects and tasks alignments that require cross over efforts with other divisions in the MDE agency as well as MDRS and MDHS.
- Assist in developing and presenting instructional resources and training for internal and external stakeholders on how to use these applications.

SPECIAL QUALIFICATIONS:

Applicants must have excellent written and communication skills, experience with Mississippi Student Information Systems (MSIS) and State Performance Plan (SPP) and experience with EDfacts reporting (616 and 618).

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Master's Degree, 5+ years of experience.

APPLY



- Visit [Mississippi State Personnel Board](#) to apply.
- Deadline: November 18, 2025

BENEFITS



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

INQUIRIES



- Vanessa Virgil Ruffin
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