



CONTRACT CAREER OPPORTUNITY

JOB COACH (TRANSITION SERVICES – NORTHERN MISSISSIPPI) OFFICE OF SPECIAL EDUCATION

Salary Range: \$30.00 - \$87.50 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Job Coach will provide services on behalf of the Mississippi Department of Education's (MDE) Office of Special Education by working directly with transition coordinators, special education directors, and special education teachers in Northern Mississippi in community-based and school-based work settings. The Job Coach will support districts and schools in supporting students with disabilities in developing job skills, employability skills, and independence as they prepare for post-secondary education, training, and employment.

- Provide direct, hands-on coaching to transition coordinators and special education teachers in a competitive, supported, or school-based employment settings.
- Support special education teachers and students in learning workplace expectations, soft skills, and task completion strategies.
- Collaborate with Transition Coordinators, special education teachers, general education teachers, and related service providers to align work experiences with the student's IEP transition goals.
- Provide on-site support for work-based learning opportunities such as internships, apprenticeships, and job shadowing.
- Coordinate with businesses, community partners, MDRS, and postsecondary agencies to secure and maintain meaningful job placements.
- Collect data on student performance and provide feedback to IEP teams regarding progress toward transition goals.
- Support students in travel training, time management, and independent living skills related to employment.
- Ensure that all work experiences are aligned with IDEA, Mississippi Alternate Academic Achievement Standards, and Indicator 13/14 compliance.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Knowledge of transition services, workforce development, and employability skills training for students with disabilities.
- Strong communication and interpersonal skills to work with students, families, educators, and employers.
- Ability to provide positive coaching, encouragement, and redirection in workplace settings.
- Strong organizational skills and flexibility to support diverse worksites.
- Proficiency in Microsoft Office, Teams, and willingness to learn data collection platforms.

SPECIAL EXPERIENCE:

- High school diploma or equivalent (associate or bachelor's degree preferred in Education, Rehabilitation, Counseling, or related field).
- Two (2) years of experience working with individuals with disabilities in educational, vocational, or community-based settings.

- Experience providing job coaching, job readiness training, or workforce development preferred.
- Ability to travel to community-based sites and support students in various environments.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, “Transition Coach – Northern MS.” The following documents must be submitted:

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

The deadline for applicants to apply is November 25, 2025.

INQUIRIES

- Vanessa Virgil-Ruffin
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