



CONTRACT CAREER OPPORTUNITY

ACCOUNTABILITY SUPPORT STAFF OFFICE OF ACCOUNTABILITY

Salary Range: \$75.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The individual will provide administrative support to the Chief Accountability Officer. Experience with budgets, contracts, the Administrative Procedures Act (APA) process and Accreditation Auditing. The contractor will review areas as outlined in the MS Public School Accountability Standards and/or the MS Nonpublic School Accountability Standards (Administration & Personnel, School Operations, Instructional Practices, Safe & Orderly Schools). Compile audit reports and provide documentation of audit findings with final reports subject to MDE approval. Examples of work may include, but are not limited to, reviewing documents, conducting classroom observations, training staff, interviewing individuals, observing buses, and providing technical, administrative support and other assistance as needed and/or assigned.

EXPERIENCE/EDUCATION REQUIREMENTS:

Experience in a public or MDE-accredited nonpublic school setting as a teacher, administrator, counselor, district staff member, or superintendent (Experience working in a State Agency or private sector may substitute if candidate has working knowledge of MS Public School Accountability Standards); knowledge of current edition of MS Public School Accountability Standards; ability to compose concise and grammatically correct reports; proficiency in MS Word and Adobe as well as excellent written and oral communication skills. Bachelor's degree required, Master's or Doctorate degree preferred.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Accountability Support Staff" The following documents must be submitted:

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

The deadline for applicants to apply is January 30, 2026.

INQUIRIES



- Dr. Paula Vanderford
PAVanderford@mdek12.org
601-359-1763