



CAREER OPPORTUNITY

PROJECT MANAGEMENT MANAGER

OFFICE OF EDUCATOR CONTINUUM
NON-STATE SERVICE

Salary Range: \$74,308.36 – \$111,574.01

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a State Director of Educator and Administrator Professional Development. This position is responsible for the alignment of professional learning services and systems spanning Mississippi's teacher and leader development continuum. Core role functions include, but are not limited to:

- Advancing a statewide vision for effective educator and administrator professional development (PD) in alignment with the Mississippi Strategic Plan for PreK-Grade 12 Education.
- Designing and managing structures to ensure high-quality professional learning through collaboration across MDE offices, Regional Education Service Agencies (RESAs), school districts, educator preparation providers (EPPS), national professional learning organizations, and other education stakeholders.
- Extending MDE's structured focus on teacher, school, and district leader development in collaboration with internal and external partners through the Mississippi Leading Education Achievement in Districts and Schools (Mississippi LEADS) initiative.
- Managing the complex project plans, timelines, workflows, funding considerations, and internal controls necessary to generate contracts, purchase orders, and service requests for statewide PD in collaboration with relevant MDE offices and RESAs.
- Assessing the impact of professional development on educator and administrator effectiveness and resulting student outcomes through measures such as the Mississippi Administrator and Educator Professional Growth System (PGS).
- Building capacity within school districts to select, implement, and assess the impact of high-quality professional learning through in-person and virtual support.
- Modeling and serving as a resource for best practice in adult learning, training design, and session facilitation.
- Ensuring consistent and accessible communications regarding professional development opportunities for administrators and educators.
- Maintaining a high level of detail orientation and initiative under general guidelines while managing multiple priorities and meeting deadlines with accuracy.
- Performing other tasks or duties as assigned.

EXPERIENCE/EDUCATION REQUIREMENTS:

- A Doctoral Degree (Preferred) from an accredited four-year college or university; AND
- Five+ (5) years in the special experience defined below which must have included line or functional administrative or advanced technical supervision, OR
- A Master's Degree from an accredited four-year college or university; AND
- Seven+ (7) years in the special experience defined below which must have included line or functional administrative or advanced technical supervision.

SPECIFIC QUALIFICATIONS:

- Demonstrated ability to improve student outcomes as a school or district leader.
- Demonstrated experience in designing and facilitating impactful trainings, courses, sessions, workshops, or other learning opportunities for education professionals.
- Demonstrated experience in managing complex projects through collaboration and coordination with education stakeholders.
- Deep understanding of accreditation standards, state law/board policy, and guidelines for district professional learning plans as well as Mississippi educator and administrator licensure renewal.
- Comprehensive knowledge of the Learning Forward Standards for Professional Learning.
- Strong data analysis skills for the purpose of continuous improvement efforts.
- Exceptional communication and facilitation skills across in-person and virtual settings with a variety of education stakeholders.
- Strong multi-tasking abilities and detail orientation with demonstrated success in aligning resources, communicating expectations, and monitoring implementation of complex, large-scale projects.
- Fluency in the Microsoft Office Suite, particularly Microsoft Excel.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor’s degree and 8+ years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 27, 2026

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Dr. Courtney Van Cleve
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