

EDUCATORS IN RESIDENCE (EIR) JOB ANNOUNCEMENT



**MISSISSIPPI
DEPARTMENT OF
EDUCATION**

**Kindergarten - 3rd Grade
Literacy Coach
Educator in Residence (EIR)**

Submission Due Date: November 24, 2025

GENERAL INFORMATION

The Mississippi Department of Education (MDE), Office of Elementary Education and Reading is seeking competitive applications from qualified applicants for an Educator in Residence (EIR) position to provide services for the Mississippi Department of Education.

The applicant must obtain a **fiscal agent** (local school district). The fiscal agent will serve as the organizational representative and point-of-contact for all business management aspects of the grant agreement.

The applicant will provide services as a Literacy Coach (K-3). The Literacy Coach will provide services for the Mississippi Department of Education to implement and support the [Literacy-Based Promotion Act](#).

Position and Salary Offered

The Literacy Coach will work with the Mississippi Department of Education to assist with the implementation and coordination of the *Literacy-Based Promotion Act*. Literacy Coaches will provide support to assigned schools to ensure that there can be a cohesive, sustained, intensive, and classroom-focused approach to literacy around the five components of reading. Literacy Coaches will need to develop a non-threatening, professional, and collaborative work relationship with district-level school personnel, school-based and MDE literacy coaches, principals, and teachers. Literacy Coaches also work with principals to effectively identify the needs of assigned schools to prioritize, schedule, organize, and provide technical assistance so that students in assigned schools achieve grade level reading by the end of 3rd grade.

The base salary is \$65,00.00. Incremental raises will be provided annually, based on performance and funding availability. Experience as an Educator in Residence under the Literacy-Based Promotion Act will also affect the base salary.

Minimum Qualifications:

The selected individual for the K-3 Literacy Coach position must provide documentation (via resume) of the following criteria:

- Documented experience in reading/literacy or related field;
- Experience facilitating adult learning and delivering professional development specific to literacy instruction (e.g., professional development feedback / surveys, letters from participants, etc.);
- Experience mentoring, coaching, and providing feedback about instruction to classroom teachers;
- Experience leading others in a collaborative process;

The Applicant must also provide sufficient detail to demonstrate experience and knowledge in working with programs similar to scope of this application. The qualifications below will be weighed and scored by a committee of evaluators. For each applicant, please detail in the application, resume, and/or supporting documents the following:

Education

- Master's Degree in Education with 3 years documented experience teaching reading
-OR-
- Bachelor's Degree with 5 years documented experience teaching reading with a minimum of 3 years of literacy experience at the State, District, or School Level

Certification/Licenses

- Valid Mississippi Educator Professional License

Desired Qualifications

The following are preferred credentials, but not required of the Applicant:

- Documented teaching experience in teaching PreK-3 reading (e.g., school assessment data, principal reviews, classroom assessment data, etc.); and/or,
- Documented experience designing professional development specific to evidence-based literacy instruction.

Responsibilities, Reports, and Evaluation

- Travel daily
- Follow the Literacy Coach Work Calendar
- Maintain a cooperative attitude, demonstrate consideration of others, and maintain rapport with others
- Adhere to Literacy Coach coaching protocols and procedures outlined in the Literacy Coach Handbook
- Submit reports and logs at the request of MDE
- Submit monthly coaching reports and logs at the request of MDE
- Attend Monthly Statewide Literacy Coach Meetings
- Submit travel documents at the request of MDE
- Participate in mid-year and end-of-year performance evaluations

Applicant Conditions

- Applicants shall acknowledge all funds and awards are subject to appropriations by the state/federal government, and the MDE will not be liable for compensation of any award terminated prior to services beginning.
- Applicant shall maintain confidentiality of all educational records as required under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232(g), and all personnel records and/or other confidential or privileged agency information as required under MDE policies and procedures and applicable state and federal laws.
- Applicant shall adhere to all federal and state laws, including but not limited to the American with Disabilities Act, the Rehabilitations Act, and any other requirements that may affect the performance of the obligations under this agreement.
- Applicant shall adhere to the requirements of The Mississippi Code of Ethics, Standards of Conduct as identified by the Mississippi Board of Education in its Rules, Board Policy No. 1717, and the Ethical Policies (Section 11.0) of the MDE Policies and Procedures Manual.
- Applicant shall perform all assigned duties and responsibilities, as required by MDE, to the satisfaction of the MDE.

Application

REQUIRED ELEMENTS CHECKLIST:

1. [Application](#)—Required Signature
2. Resume
 - Include 2 References
 - Include All Science of Reading Professional Learning and/or Other Relevant Professional Learning Received
3. Valid Mississippi Public Educator License

A signed application packet shall be submitted electronically in a PDF format via ElRapplication@mdek12.org no later than **November 24, 2025 by 2:00 p.m. Central Standard Time (CST)**. The complete application including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF) only. “Links” received via the RFXS will not be opened and the email will be rejected.

Applicants should allow at least **72 hours** in advance of the due date in the event of unforeseen technical issues. Applications received after the time designated in this application shall be considered late and shall not be considered for an award.

Please NOTE: The email [subject line and electronic document](#) shall identify the name of the application and the name of the applicant submitting the response. Example Format for Subject Line: *Literacy Coach by Jane Doe* (DO NOT UNDERSCORE OR INSERT SYMBOLS)

OR

Mailing instructions are provided below:

An original signed application packet (1) copy shall be mailed and received in a sealed envelope at the MDE no later than **November 24, 2025 by 2:00 PM Central Standard Time (CST)**.

Please NOTE: The [return address label](#) must be visible on the outside of the sealed shipping envelope and shall include the [name of the applicant submitting the response](#).

Mail To:

Dr. Michelle Nowell
Office of Curriculum and Instruction
The Mississippi Department of Education
Kindergarten - 3rd grade
Literacy Coach/Regional Literacy Coordinator
Educator in Residence (EIR)
359 North West Street
Jackson, Mississippi 39201

Risk of Delivery

The MDE will not be responsible for delivery delays or lost packets. Timely submission of the application package is the sole responsibility of the Applicant.

REQUEST FOR INFORMATION

Questions concerning this job announcement shall contact: ammalone@mdek12.org

CONDITIONS OF APPLICATION

The MDE reserves the right to accept, reject, or negotiate submitted applications based on eligibility. The final decision to award a position grant rests solely with the MDE.

ACCEPTANCE OF APPLICATIONS

Duplicate submission of an electronic or mailed response will result in the LAST submission being as a modification to the original submission. The previous submissions will be rejected and will not be considered for the evaluation and award.

The Mississippi Department of Education (MDE) reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation of the application that does not affect the application or the competitiveness, give one party an advantage or benefit over other parties, or adversely impacts the interest of the MDE. All applications become the property of the State of Mississippi.

Applicants should ensure that all guidelines and requirements are met before submitting applications. Please note that the MDE staff will not grant permission to Applicants to change the criteria established in the application. This includes extending the date and time applications are due.