EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
(Hinds County)

POSITION ANNOUNCEMENT

STAFF OFFICER II
(NON-STATE, TIME-LIMITED)
OFFICE OF FEDERAL PROGRAMS

Starting Salary: $50,431.39

The Mississippi Department of Education (MDE) is seeking a Staff Officer II for the Office of Federal Programs. This position will ensure compliance with the program authorized by the Every Student Succeeds Act (ESSA), program implementation and budgets through monitoring and provision of technical assistance to the public school districts. The incumbent will also be responsible for assisting school districts with additional grants programs administered by the Office of Federal Programs.

SPECIAL QUALIFICATIONS:
This position may require experience working as a teacher or administering a federal program and can build capacity by working in a collaborative manner with others.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
Master's Degree from an accredited four-year college or university; AND six (6) years in the special experience defined below, three (3) years of which must have included line or functional administrative or advanced supervision.

OR

A Bachelor's Degree from an accredited four-year college or university; AND seven (7) years in the special experience defined below, three (3) years of which must have included line or functional administrative or advanced technical supervision.

SUBSTITUTION STATEMENT:
Above high school diploma or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional administrative or advanced supervision.

SPECIAL EXPERIENCE:
Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:
Applicant must attach a valid copy of his/her certification or registration, when applicable.

Applicant must apply on-line at www.mspb.ms.gov. (To inquire about this position, please contact Judy Nelson at JNelson@mdek12.org.

The deadline for application submission is September 2, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)