EDUCATION PROGRAM DEVELOPMENT SPECIALIST III
OFFICE OF TEACHING AND LEADING
STATE SERVICE

Salary Range: $47,426.00 - $68,470.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education is seeking to employ an individual to serve in the position of Education Program Development Specialist III as a Licensure Specialist/Analyst for the Office of Teaching and Leading Division of Educator Licensure. Will serve as a Licensure Specialist/Analyst who will be responsible for processing licensure application requests. Analyze all documents required for the initial issuance and renewal of teacher, administrator, and instructional support personnel licenses. Provide verbal and written guidance to applicants through written, virtual, and telephone consultations daily. Possess exceptional communication, interpersonal, and customer service skills. Have knowledge of legislatively mandated and State Board approved licensure guidelines and other related state and national regulations.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a relevant Bachelor’s Degree and 3+ years of experience Jobs in this family develop Educational programs, including ETV.

APPLY
• Visit Mississippi State Personnel Board to apply
• Deadline: December 22, 2022

BENEFITS
• mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES
• Tamika Lipsey
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601-359-3513