TRAINING SPECIALIST III
OFFICE OF TEACHING AND LEADING

Salary Range: $51,694.00 – $64,616.00
Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education (MDE) is seeking a Training Specialist III for the Office of Teaching and Leading.

The ideal candidate is a seasoned Specialized Training and Development professional to design, develop, coordinate, and deliver instructional programs for a wide variety of specialized areas. The employee will administer certification requirements, assess the availability of training resources, and evaluate cost effectiveness of training programs. In this role, the employee may lead and mentor certain instructors by planning, assigning, and approving work. The individual may coordinate, develop, and validate examinations that measure candidate performance or measure the achievement of training objectives and knowledge transfer. This role requires a level of knowledge necessary to support curriculum design and make recommendations for changes to training and implement changes as approved. The individual may provide coaching to staff as assigned.

RESPONSIBILITIES:

- Plan, implement, and direct a comprehensive staff development program designed to meet the training needs provided by the MDE office of Teaching and Leading to local education agencies and other education shareholders.
- Develop, implement, and interpret policies and procedures for the training program.
- Organize and develop training manuals, testing and evaluation procedures, multi-media visual aids, and other educational materials.
- Training assigned instructors and supervisory personnel in effective techniques for training in both general and specialized area of the Office of Teaching and Leading.
- Coordinate established training courses with technical and professional courses offered by the Office of Teaching and Leading.
- Manage budgets, ensuring alignment of financial resources with the mission and vision of the Mississippi Department of Education.
SPECIAL QUALIFICATIONS:
Applicants must have experience in preparing training documents and presentations. Must have strong analytical and presentation skills. The preferred candidate should possess good written and oral communication skills, data analysis experience, and the ability to work collaboratively across MDE program offices and school districts to accomplish the vision, mission, and goals of the Mississippi State Board of Education.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a Bachelor’s Degree and 4-6 years of relevant experience.

APPLY
• Visit [Mississippi State Personnel Board](#) to apply
• Deadline: May 26, 2022

BENEFITS
• [mdek12.org/OHR/MDE-Employee-Benefits](#)

INQUIRIES
• Dr. Cory Murphy
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