EDUCATION PROGRAM DEVELOPMENT SPECIALIST II
OFFICE OF SPECIAL EDUCATION
STATE SERVICE

Salary Range: $40,287.00 - $60,490.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education is seeking to employ an Education Program Development Specialist II in the office of Special Education. The candidate will provide support for projects within the Bureau of Fiscal Support, specifically the analysis of district applications for IDEA funding and fiscal subrecipient monitoring. This role reviews, analyzes, and approves applications for IDEA funding within the Mississippi Comprehensive Automated Performance-based System (MCAPS) and assisting with fiscal monitoring activities within the Office of IDEA Fiscal Support, Bureau of Fiscal Support. This role must be knowledgeable of federal funding laws governed by Education Department General Administrative Regulations (EDGAR) and Uniform Grant Guidance (UGG). In addition, this role must have knowledge of the state and federal laws governing the education of students with disabilities.

SPECIFIC QUALIFICATIONS:
• Bachelor’s degree required; higher levels of education preferred.
• A minimum of 1-2 years in the field of education is required, experience in the field of special education is preferred.
• Experience with business operations, fiscal management, accounting, or similar experience is preferred.
• Proficient in various technologies including, but not limited to, Microsoft Teams, email and calendar functionality, Microsoft Office products, other virtual meeting platforms.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a relevant Bachelor’s Degree and 1-2 years of experience.

APPLY
• Visit Mississippi State Personnel Board to apply
• Deadline: August 29, 2023

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

INQUIRIES
• Vanessa Virgil
  vvirgil@mdek12.org
  601-359-3498