



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT SPECIALIST III OFFICE OF CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATIONS - FBLA STATE SERVICE

Salary Range: \$47,425.15 - \$71,208.87

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking an Education Program Development Specialist III for the Office of Career and Technical Education (CTE)/Student Organizations. The Preferred candidate should have experience with state and/or local Future Business Leaders of America (FBLA). Experience with online conference registration, competitive events planning and possess organizational skills in putting together and conducting multiple conferences.

Responsibilities consist of but are not limited to the following:

- Experience with online conference registration, competitive events planning and possess organizational skills in putting together and conducting multiple conferences.
- Make dynamic classroom presentations about FBLA for all teachers as requested during the year.
- Set up and conduct Fall, District, and State Conferences during the school year to offer FBLA leadership workshops and competitive events.
- Create informational materials about FBLA that are posted to the MDE website/Career and Technical Education.
- Create and distribute a guide to all current and perspective chapters that includes information on the bylaws, competitive events, dress code and code of conduct.
- Create and maintain an Advisory Council that consists of business and industry, teachers, students, program supervisors, and the Student Organizations State Coordinator.
- Create and maintain a Competitive Events team. This team consist of teachers across the state who work with each category of student organization competitive events.
- Manage the student organization bank accounts with income and disbursements.
- Performs related or similar duties as required or assigned.

Extensive travel is required to speak with students and teachers at various schools across the state. Out of state travel is required at various times during the year.

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 13, 2023

BENEFITS



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

INQUIRIES



- Shanta Villanueva
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