EDUCATION PROGRAM DEVELOPMENT TEAM LEAD
(PARENT ENGAGEMENT/TRANSITION COACH- NORTHEAST MS)
OFFICE OF EARLY CHILDHOOD
STATE SERVICE

Salary Range: $56,346.00 - $84,603.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Parent Engagement/Transition Coach will use the family engagement plan to support school districts and early childhood service providers to provide on-going technical assistance to administrators and teachers with a menu of services to increase family engagement activities in the Northeast area of Mississippi that include the following counties: Noxubee, Winston, Choctaw, Oktibbeha, Lowndes, Webster, Clay, Monroe, Chickasaw, Calhoun, Yalobusha, Lafayette, Union, Pontotoc, Lee, Itawamba, Marshall, Benton, Tippah, Prentiss, Alcorn, and Tishomingo. The Parent Engagement/Transition Coach will be responsible for the teaching and coaching to ensure schools address family involvement/engagement practices on their campuses. The Parent Engagement/Transition Coach will be responsible for the carrying out large and small group training opportunities across the state on topics related to family engagement. The Parent Engagement/Transition Coach will be trained and become reliable in CLASS.

It is preferable the incumbent have:

- A positive outlook for the field of early childhood education in the state.
- Knowledge and expertise of family engagement and related activities.
- Knowledge surrounding the field of early childhood education.
- The ability to communicate and embrace the importance of developmentally appropriate Practices.
- Diverse work experiences and background of early childhood through second grade and parent engagement.
- The ability to convey and deliver training content to a diverse group of educators.
- Knowledge of classroom assessment scoring system (CLASS).
- Knowledge of and ability to maneuver through web-based early learning data systems.
- Organization skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent and accurate data entry skills in Excel/Word/Power Point (email, spreadsheets, and databases).
- The ability to take direction and advise from leadership in a professional manner.
- Three (3) years’ experience of working independently without a manager on-site.
- The ability to effectively and accurately communicate via phone, text, or email.

SPECIAL QUALIFICATIONS:
The preferred candidate must hold the following credentials:

- Bachelor’s degree in Family Studies/Family Relations or similar.
- Five (5) years of experience providing family education training and working with family engagement in the learning process.
- Five (5) years of experience that included planning/implementing meetings, reporting, and coordination of travel.
EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a relevant Master’s Degree, may require certification, and 4+ years of experience.

APPLY
- Visit Mississippi State Personnel Board to apply
- Deadline: September 6, 2023

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

INQUIRIES
- Dr. Jill Dent
  JDent@mdek12.org
  601-359-2932