FAMILY ENGAGEMENT/TRANSITION COACH (4 VACANCIES)
OFFICE OF EARLY CHILDHOOD

Salary Range: $36.00 HOURLY RATE
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The family engagement and transition (FE/T) 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 Mississippi. The FE/T coach will be responsible for the teaching and coaching to ensure schools address family involvement/engagement practices on their campuses. The coach will be responsible for the carrying out large and small group training opportunities across the state on topics related to family engagement. The incumbent 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 family 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.
APPLICATION PROCESS:
Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, “Family Engagement/Transition Coach” The following documents must be submitted:

- A completed MDE Application Form
- Three (3) Professional References

The deadline for applicants to apply is **August 4, 2023**.

**INQUIRIES**

- Dr. Jill Dent
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  601-359-2932