PROGRAM SPECIALIST IV  
OFFICE OF CAREER AND TECHNICAL EDUCATION  
STATE SERVICE  

Salary Range: $51,694.00 - $77,617.00  
Salary will be negotiable and commensurate with experience.  

RESPONSIBILITIES:  
The Mississippi Department of Education is seeking to employ an individual to serve in the position of Program Specialist IV for the Office of Career and Technical Education. The incumbent will be responsible for research and data analysis for state and federally required educational and workforce data. The candidate must build relationships and directly advise district and school administrators on data-driven best practices in improving CTE programming to meet state workforce needs. Additionally, the incumbent should possess experience planning, implementing, managing, monitoring, and upgrading an organization’s website including collaboration with all staff to ensure that the website aligns with brand strategy and meets the organization’s standards.  

The candidate for this position should possess the following characteristics:  

- Self-motivated  
- Learns quickly  
- Team-player  
- Excellent communication and interpersonal skills.  

SPECIAL QUALIFICATIONS:  
- The applicant must possess exceptional relationship-building, communication, problem solving, and organizational skills along with Microsoft Suite proficiency.  
- The applicant must be willing to travel and have knowledge of Perkins guidelines and other related regulations.  
- Experience with workforce policy, Career and Technical Education, focus group facilitation, and/or event planning preferred.  
- Experience with large and small scale presentations.  
- Propensity to learn new technology.  

EXPERIENCE/EDUCATION REQUIREMENTS:  
Typically requires a Bachelor’s degree and 4-7 years of experience.  

APPLY  
• Visit Mississippi State Personnel Board to apply  
• Deadline: July 27, 2023  

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

INQUIRIES  
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