PROGRAM SPECIALIST TEAM LEADER
OFFICE OF TEACHING AND LEADING
NON-STATE; TIME LIMITED

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

RESPONSIBILITIES:
The Mississippi Department of Education is seeking to employ a Coordinator of Data and Reporting who will be responsible for organizing, reporting, and providing analyses of educator workforce data and financial reporting in the Mississippi Department of Education Office of Teaching and Leading. This candidate must be dependable, detail-oriented, a team player and have the ability to communicate in writing and verbally as well as interpret and present data to a variety of audiences while managing multiple priorities and meet deadlines with accuracy.

Additional responsibilities include but are not limited to the following:

• Work with departments to ensure data integrity in the Office of Teaching and Leading information systems.
• Perform complex analysis and problem solving and to work under pressure.
• Work independently within general direction and guidelines yet recognize when to seek assistance.
• Extract, analyze, and report institutional data to support decision-making processes.
• Work with the Mississippi Educator Career Continuum Archive (MECCA), Mississippi Student Information System (MSIS), and any other data management systems.
• Collect, review, and produce required federal and state reports along with Office of Teaching and Leading updates related to educator workforce quality, quantity, and development.
• Maintain all forms, agreements, modifications, purchase orders, invoices, budgets, and tracking systems related to contracts, grants, and travel across the Divisions of Educator Talent Acquisition, Preparation, Licensure, Effectiveness, Professional Development, and Innovative Pathways.
• Coordinate with all stakeholders of any grants, contracts, and travel to gather signatures, communicate deadlines, and keep all parties abreast of current financial and reporting requirements.

SPECIAL QUALIFICATIONS:

• A Bachelor’s or Master’s degree in computer information technology, statistics, or public accounting is preferred.
• Expertise with Excel, SharePoint, and/or Power BI preferred.
• Fluency in Microsoft Office Suite and experience with relational databases, statistical software, and report generation in a State Education Agency environment is also preferred.
• The candidate must possess exceptional communication, problem solving, and organizational skills.
• The candidate must have the ability to translate reporting needs with the Divisions of Educator Talent Acquisition, Preparation, Licensure, Effectiveness, Professional Development, and Innovative Pathways into user-friendly tools and accurate information for written and oral presentations.
• The candidate must complete related or similar duties as required or assigned.
EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a Bachelor’s degree and 5-7 years of experience.

APPLY
- Visit Mississippi State Personnel Board to apply
- Deadline: August 23, 2023

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

INQUIRIES
- Dr. Courtney Van Cleve
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