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 (MDE) is seeking a Program Specialist Team Leader for the Office of Teaching and Leading / Educator Preparation. First-level Program Management and Support supervisory position accountable for the management of programs or processes within an agency, including supervising lower-level project staff. Employees are responsible for the overall management and quality assurance of agency programs or processes, including project management and policy recommendation within specified areas. At this level, employee supervision includes hire recommendations; training; work planning, assignments, and review; and performance assessment, coaching, and progressive discipline. Supervision at this level also requires employees to possess the knowledge and skills to perform and review the work overseen.

SPECIAL QUALIFICATIONS:
• Develop project plans and deliverables with measured outcomes.
• Leads activities of project and monitors team progress based on prescribed timelines.
• Identifies resources, collects, analyzes, and compiles multiple sources of data.
• Understands state and federal statutes regarding state licensure and other compliance measures.
• Possesses strong written and verbal communication skills to interact with higher education institutions and other statewide stakeholders.
• Perform duties related to program review and approval of educator preparation programs for the state’s colleges and universities (public and private institutions).
• Communicates information regarding program review and approval standards both orally and in writing to Deans/Chairs of educator preparation programs and all other pertinent educational stakeholders through means such as face-to-face workshops/trainings and/or webinars.
• Provide technical assistance for program review to colleges and universities.
• Collect, analyze, and disseminate data as required by state and federal statute or regulation, or as requested by specific entities (Deans, Professional Review Committee, State Board, Title II, CAEP, etc.), as appropriate.
• Performs 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: September 4, 2023

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

INQUIRIES
Dr. Debra Burson
dburson@mdek12.org
601-359-3631