EDUCATION PROGRAM DEVELOPMENT SPECIALIST III
OFFICE OF CAREER AND TECHNICAL EDUCATION
NON-STATE; TIME LIMITED

Salary Range: $47,426.00 - $71,208.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education (MDE) is seeking an Education Program Development Specialist III for the Office of Career and Technical Education/Student Organizations.

Examples of work performed in this classification include, but are not limited to the following:

- Make classroom presentations about TSA for all teachers as requested during the year.
- Set up and conduct Fall, District, and State Conferences during the school year to offer leadership workshops and competitive events.
- Create informational materials about TSA to be posted to the MDE website/Career and Technical Education.
- Create and distribute a guide to all current and perspective chapters. Guidelines include information on the bylaws, competitive events, dress code and code of conduct.
- Create and maintain an Advisory Council. Advisory Council will consist of business and industry, teachers, students, program supervisors, and the TSA State Coordinator.
- Create and maintain a Competitive Events team. This team consist of teachers across the state who work with each category of TSA competitive events.
- Solicit applicants for both Secondary and Collegiate scholarships that are provided yearly.
- Manage the TSA and Collegiate TSA bank accounts with income and disbursements.

SPECIAL QUALIFICATIONS:
A Master's Degree from an accredited four-year college or university; AND four (4) years of experience related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university; AND five (5) years of experience related to the described duties.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); AND nine (9) years of experience related to the described duties.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a relevant Bachelor’s Degree and 3+ years of experience. Jobs in this family develop Educational programs, including ETV.

APPLY
- Visit Mississippi State Personnel Board to apply
- Deadline: May 20, 2024

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

INQUIRIES
- Shanta Washington
  svillanueva@mdek12.org
  601-359-3974

Mississippi Department of Education is an Equal Opportunity Employer