



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM DEVELOPMENT TEAM LEAD (COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT (CSPD) COORDINATOR) OFFICE OF EARLY CHILDHOOD NON-STATE; TIME LIMITED

Salary Range: \$56,346.00 - \$84,603.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The incumbent will provide services on behalf of the Mississippi Department of Education's (MDE) Office of Early Childhood (OEC) by supporting efforts around the Individuals with Disabilities Education Act (IDEA) throughout Mississippi, specifically those regulations pertaining to infants, toddlers, and preschool children with disabilities. The incumbent will:

- Write CSPD policy for Mississippi and communicate policy requirements to programs and providers.
- Design and manage a CSPD registry that consists of relevant training opportunities for special education, general education, and related service providers working in childcare centers, homes, Head Start/Early Head Start, and public preK programs.
- Plan and implement system development activities to ensure that training/credentialing information for providers:
- Aligns with the IDEA, Council for Exceptional Children (CEC) Division for Early Childhood (DEC) Recommended Practices, and MS Early Learning Standards.
- Is provided equitably across programs throughout the State.
- Leads to improved outcomes for infants, toddlers, and young children with disabilities, as measured by federal reporting requirements from IDEA for Part C (Early Intervention) and 619 (Early Childhood Special Education).
- Attend State Interagency Coordinating Council (SICC) and State Early Childhood Advisory Committee (SECAC) meetings and build relationships with local program leaders and committee members.
- Engage in planning for the CSPD with families, agency personnel, and others to ensure stakeholder input.
- Provide training and technical assistance to programs, agencies, and personnel around relevant topics, credentialing, and licensure.
- Collect and analyze personnel data and work with the Institutes of Higher Learning to address recruitment and retention issues.
- Assist in the preparation of funding proposals.
- Collaborate with evaluators in monitoring outcomes.

PREFERRED QUALIFICATIONS:

The preferred candidate should have:

- Knowledge of developmentally appropriate practices.
- Knowledge of best practices for infants, toddlers, and young children with disabilities.
- Knowledge of the Individuals with Disabilities Education Act (IDEA).
- The ability to collect and interpret data, specifically around early intervention and/or early childhood special education.
- Experience in providing early intervention and/or early childhood special education services, with appropriate licensure.
- Experience leading others in a collaborative process.



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- Successful experience facilitating adult learning to a diverse group of educators specific to early intervention/early childhood special education (e.g., professional development feedback, surveys, letters, etc.).
- Organizational skills, an eye for detail, self-motivation, and a vision to be a team player.
- Fluent in Excel/Word/PowerPoint/Outlook.
- The ability to take direction and advice from leadership in a professional manner.
- The ability to complete assigned tasks and manage time independently.
- The ability to communicate via phone and email effectively and accurately.
- The ability to travel on a daily basis.

SPECIAL QUALIFICATIONS:

The preferred candidate should hold the following credentials:

- Bachelor’s degree in Early Intervention, Special Education, or a related field.
- Licensure in Early Intervention, Special Education, or a related field.
- Three (3) years of experience working with Early Intervention/Early Childhood Special Education programs.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a relevant Master’s Degree, may require certification, and 4+ years of experience.

<div>APPLY</div> <ul style="list-style-type: none"> • Visit Mississippi State Personnel Board to apply • Deadline: March 19, 2024 	<div>BENEFITS</div> <ul style="list-style-type: none"> • mdek12.org/OHR/MDE-Employee-Benefits 	<div>INQUIRIES</div> <ul style="list-style-type: none"> • Dr. Jill Dent JDent@mdek12.org 601-359-2932
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