



EDUCATION PROGRAM DEVELOPMENT TEAM LEAD OFFICE OF SPECIAL EDUCATION NON-STATE; TIME LIMITED

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

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

This is a leadership position within the Bureau of Data and Compliance and provides support for data analysis and reporting of special education data. The applicant provides technical assistance and support to special education directors and data entry personnel in local school districts. Specific duties include, but are not limited to, data collection and analysis for submission of the State Performance Plan/Annual Performance Report (SPP/APR) and development of Special Education Determination Reports, December 1 Child Count, and other special education data. The applicant is expected to provide in person and virtual training to districts regarding this data. The applicant must be confident presenting to large groups of people. Moderate travel is required.

SPECIAL QUALIFICATIONS:

Bachelor's degree required; higher levels of education preferred. A minimum of 1-2 years in the field of education is required, experience in the field of special education is preferred. Experience with data collection, analysis, and reporting is preferred. Excellent oral and written communication skills is required. Proficient in various technologies including, but not limited to, Microsoft Teams, SharePoint, email and calendar functionality, Microsoft Office products, other virtual meeting platforms.

EXPERIENCE/EDUCATION REQUIREMENTS:

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

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: October 4, 2024

BENEFITS

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

INQUIRIES

- Vanessa Virgil-Ruffin
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