EMPLOYMENT OPPORTUNITY MISSISSIPPI
DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
HINDS COUNTY POSITION

ANNOUNCEMENT

STAFF OFFICER III
Early Childhood Coach
OFFICE OF EARLY CHILDHOOD
(NON-STATE, TIME-LIMITED position)

Starting Salary: $59,320.87

The Mississippi Department of Education (MDE) is seeking a Staff Officer III for the Office of Early Childhood. This position will function as the Early Childhood Coach and extensive travel is required to the following counties: Coahoma, Bolivar, Panola, and Desoto. The Early Childhood Coach (ECC) will provide services on behalf of the Mississippi Department of Education’s (MDE) Office of Early Childhood (OEC) by supporting the implementation of the Early Childhood Kellogg grant and the expansion of early childhood education efforts throughout Mississippi. The ECC will provide a non-threatening, open, professional, collaborative work relationship while modeling effective early childhood teaching and family engagement strategies and support and conduct trainings for pre-K and kindergarten teachers and administrators in Head Start centers, and child care centers. The ECC will be required to identify and document needs within a web-based early learning system to development quality improvement plans, communicate the impact of developmentally appropriate practices, and support the utilization of the Classroom Assessment Scoring System (CLASS) tool to effectively ensure school success. The ECC will be trained and reach reliability of the Classroom Assessment Scoring System (CLASS) tool.

THIS POSITION MAY REQUIRE:
• Knowledge of developmentally appropriate practices;
• Experience in early Childhood, specifically pre-kindergarten through second grade with appropriate teaching license;
• Experience leading others in a collaborative process;
• Successful experience facilitating adult learning to a diverse group of educators and delivering professional development specific to early childhood education (e.g., professional development, feedback, surveys, letters, etc.);
• Experience providing positive, effective feedback about instruction to educators;
• Knowledge of Classroom Assessment Scoring System (CLASS);
• Knowledge of and ability to maneuver through web-based early learning data systems;
• 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 advise from leadership in a professional manner;
• The ability to effectively and accurately communicate via phone or email;
• The ability to travel on a daily basis.

SPECIAL QUALIFICATIONS:
• Bachelor’s degree in Early Childhood or Education;
• Three (3) years of experience providing on-site technical assistance to early childhood classrooms;
• Three (3) years of experience in the classroom as an educator;
• Three (3) years of experience working with children birth – second grade; and
• Three (3) years of experience of working independently without a manager on-site.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
Master’s Degree from an accredited four-year college or university; AND seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced supervision.

OR

A Bachelor’s Degree from an accredited four-year college or university; AND eight (8) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

SUBSTITUTION STATEMENT:
Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the special experience defined below and five (5) years of line or functional administrative or advanced supervision.

SPECIAL EXPERIENCE:
Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:
Applicant must attach a valid copy of his/her certification or registration, when applicable.

Applicant must apply on-line at www.mspb.ms.gov. (To inquire about this position, please contact Monica May at mfmay@mdek12.org).

The deadline for application submission is February 28, 2020. Applicants selected for an interview will be contacted by phone.