EMPEIDMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
(Hinds County)

POSITION ANNOUNCEMENT
STAFF OFFICER III
OFFICE OF SAFE AND ORDERLY SCHOOLS

Starting Salary: $59,320.87

The Mississippi Department of Education (MDE) is seeking a Staff Officer III for the Office of Safe and Orderly Schools. This position requires monitoring and investigatory work to determine compliance with state and federal laws, State Board of Education Policies related to Safe & Orderly, specifically School Safety, School Facilities and Pupil Transportation.

SPECIAL QUALIFICATIONS:

- Extensive knowledge of the state’s performance based accreditation system for public school districts, State Board of Education Governed Schools, Nonpublic Schools, and interpretation of the associated federal regulations, state statutes, and SBE policies.
- Current or former law enforcement training or have functioned as a School Safety Officer/Resource Officer.
- Maintain and update database systems.
- Experience collecting, preserving and coordinating the organization of electronically and physically stored information and data, preferably using the Mississippi Student Information System (MSIS);
- Develop and establish policies, procedures, and standards and make recommendations to the Commission on School Accreditation and State Board of Education for approval;
- Establish collaborative relationships and activities with MDE program offices and public-school districts;
- Collect and utilize data related to discipline and safety activities to improve services;
- Provide training and technical assistance for public school districts, nonpublic schools, state agency schools, SBE governed schools, and other stakeholders;
- Assist in conducting school audits and preparing audit reports;
- Experience using strong oral and written communication skills to effectively summarize information, report information and/or document circumstances and occurrences;
- Strong multi-tasking abilities with demonstrated experience in project management and the coordination of efforts, resources and timelines of multiple staff or entities in completing a project on schedule and to standard;
- Strong command and proficiency using Microsoft Office suite, including Word, PowerPoint, Excel, Outlook, and mobile applications.

EXPERTISE/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:

Above high school diploma or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the 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 online at www.msbo.ms.gov. (To inquire about this position, please contact Dr. Paula Vanderford at 601-359-1763 or PAVanderford@mdesk12.org.)

The deadline for application submission is February 20, 2020. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)