

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

POSITION ANNOUNCEMENT

EDUC-BUREAU MANAGER
OFFICE OF SPECIAL EDUCATION
(NON-STATE SERVICE, TIME LIMITED)

Starting Salary: \$91,560.00

The Mississippi Department of Education (MDE) is seeking an EDUC-Bureau Manager for the Office of Special Education. This position is responsible for planning, administering and directing the state special education programs. The position will formulate and interpret policies and procedures; ensure compliance with State and Federal regulations; administer a budget; and supervise department personnel. In addition, the position will be charged with interacting and building networks with a wide range of stakeholders which include local school district personnel, elected officials, advisory groups, agencies serving students with disabilities at the local, state, and national level.

SPECIAL QUALIFICATIONS:

This position may require:

- experience in Special Education and Special Education administration;
- knowledge of fiscal and programmatic requirements of IDEA; policies and regulations;
- history of improving outcomes for students with disabilities.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; **AND** nine (9) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

OR

A Bachelor's Degree from an accredited four-year college or university; **AND** ten (10) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

SPECIAL EXPERIENCE:

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

Applicants for the position must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Dr. Nathan Oakley at NOakley@mdek12.org.)

The deadline for application submission is October 1, 2018. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)