

**EDUCATORS IN RESIDENCE (EIR)
JOB ANNOUNCEMENT**



**MISSISSIPPI
DEPARTMENT OF
EDUCATION**

**General Supervision Assistant
Director
Educator in Residence (EIR)**

**Submission Due Date:
Tuesday, March 10, 2026**

GENERAL INFORMATION

The Mississippi Department of Education (MDE), Office of Special Education is seeking competitive Applications from qualified applicants for an Educator in Residence (EIR) position to provide services for the Mississippi Department of Education.

The applicant must obtain a **fiscal agent** (local school district). The fiscal agent will serve as the organizational representative and point-of-contact for all business management aspects of the grant agreement.

The applicant will provide services as a General Supervision Assistant Director. The Assistant Director will provide services for the Mississippi Department of Education to lead, guide and direct the implementation and support of the Integrated Monitoring System (fiscal and programmatic) and Parental Engagement and Compliance.

Position and Salary Offered

The General Supervision Assistant Director will work with the Mississippi Department of Education and Office of Special Education to assist with the implementation and coordination of the support services provided by each Bureau Director Division within the MDE OSE. The Assistant Director will provide direct support to the Integrated Monitoring System to ensure that there can be a cohesive, sustained, intensive and integrated-focused approach aligned to the Fiscal dollars supporting Programs which provide FAPE to Students with Disabilities. The Assistant Director will need to develop a non-threatening, professional, and collaborative work relationship with state and district level personnel. The assistant director will also work with special education directors and principals to effectively identify the needs of continuous improvement that are based on the combination of Determination Reports, Monitoring Findings, and Compliance Data.

The base salary ranges between 95,000-105,000. Salary will be negotiated based on the level of experience and degree of special qualifications as well as funding availability.

Minimum Qualifications:

The selected individual for the General Supervision Assistant Director position must provide documentation (via resume) of the following criteria:

- Documented experience in administration and teaching experience supporting Students with Disabilities.
- Experience facilitating adult learning and delivering professional development specific to special education instruction (e.g., professional development feedback / surveys, letters from participants, etc.).
- Experience mentoring, coaching, and providing feedback about Individualized Education Programs and instruction to special education classroom teachers.
- Experience leading others in a collaborative process.

The Applicant must also provide sufficient detail to demonstrate experience and knowledge in working with programs like the scope of this application. The qualifications below will be weighed and scored by a committee of evaluators. For each applicant, please detail in the application, resume, and/or supporting documents the following:

Desired Qualifications

The following are preferred credentials, but not required of the Applicant:

- Documented teaching experience in teaching special education (e.g., school assessment data, principal reviews, classroom assessment data, etc.); and/or,
- Documented experience designing professional development specific to evidence-based special education programs.
- Documented administrative experience in leading district level programming to ensure FAPE (Free Appropriate Public Education) to building level administrators.

Education

Master's degree in education with 5 years documented experience in administrative experience supporting students with disabilities

Certification/Licenses

- Valid Mississippi Educator Professional License

Responsibilities, Reports, and Evaluation

- Travel on request for identified school districts
- Follow the MDE Work Calendar
- Maintain a cooperative attitude, demonstrate consideration of others, and maintain rapport with others.
- Adhere to the processes and procedures outlined in the MDE and OSE Handbooks.
- Submit reports and logs at the request of MDE OSE.
- Attend Statewide Meetings related to Students with Disabilities.
- Submit travel documents at the request of MDE OSE
- Out of State travel upon request
- Participate in mid-year and end-of-year performance evaluations

Applicant Conditions

- Applicants shall acknowledge all funds and awards are subject to appropriations by the state/federal government and the MDE OSE will not be liable for compensation of any award terminated prior to services beginning.
- Applicant shall maintain confidentiality of all educational records as required under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232(g), and all personnel records and/or other confidential or privileged agency information as required under MDE policies and procedures and applicable state and federal laws.
- Applicant shall adhere to all federal and state laws, including but not limited to the American with Disabilities Act, the Rehabilitations Act, Individuals with Disabilities Education Act, 2004 and any other requirements that may affect the performance of the obligations under this agreement.
- Applicants shall adhere to the requirements of The Mississippi Code of Ethics, Standards of Conduct as identified by the Mississippi Board of Education in its Rules, Board Policy No. 1717 and the Ethical Policies (Section 11.0) of the MDE Policies and Procedures Manual.
- Applicants shall perform all assigned duties and responsibilities, as required by MDE OSE, to the satisfaction of the MDE.

Application

REQUIRED ELEMENTS CHECKLIST:

1. [Application](#)—*Required Signature*
2. Resume
 - Include 3 References
3. Valid Mississippi Public Educator License

A signed application packet shall be submitted electronically in a PDF format via wclemons@mdek12.org and vyirgil-ruffin@mdek12.org no later than **Tuesday, March 10, 2026, by 2:00 p.m. Central Standard Time (CST)**. The complete application including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF) only. “Links” received via the RFXS will not be opened and the email will be rejected.

Applicants should allow at least **48 hours** in advance of the due date in the event of unforeseen technical issues. Applications received after the time designated in this application shall be considered late and shall not be considered for an award.

Please NOTE: The email [subject line and electronic document](#) shall identify the name of the application and the name of the applicant submitting the response. Example Format for Subject Line: General Supervision Assistant Director by Jane Doe (DO NOT UNDERSCORE OR INSERT SYMBOLS)

OR

Mailing instructions are provided below:

An original signed application packet (1) copy shall be mailed and received in a sealed envelope at the MDE no later than **Tuesday, March 10, 2026, by 2:00 PM Central Standard Time (CST)**.

Please NOTE: The [return address label](#) must be visible on the outside of the sealed shipping envelope and shall include the [name of the applicant submitting the response](#).

Mail To:

**Wendy Clemons/Vanessa Virgil Ruffin
Office of Special Education
The Mississippi Department of Education
General Supervision Assistant Director
Educator in Residence (EIR)
359 North West Street
Jackson, Mississippi 39201**

Risk of Delivery

The MDE will not be responsible for delivery delays or lost packets. Timely submission of the application package is the sole responsibility of the Applicant.

REQUEST FOR INFORMATION

Questions concerning this job announcement shall contact: wclemons@mdek12.org

CONDITIONS OF APPLICATION

The MDE reserves the right to accept, reject, or negotiate submitted applications based on eligibility. The final decision to award a position grant rests solely with the MDE.

ACCEPTANCE OF APPLICATIONS

Duplicate submission of an electronic or mailed response will result in the LAST submission being as a modification to the original submission. The previous submissions will be rejected and will not be considered for the evaluation and award.

The Mississippi Department of Education (MDE) reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation of the application that does not affect the application or the competitiveness, gives one party an advantage or benefit over other parties, or adversely impacts the interest of the MDE.

All applications become the property of the State of Mississippi.

Applicants should ensure that all guidelines and requirements are met before submitting applications. Please note that the MDE staff will not grant permission to Applicants to change the criteria established in the application. This includes extending the date and time applications are due.