
Office of Special Education
May 2026

EDUCATORS IN RESIDENCE (EIR) JOB ANNOUNCEMENT

Special Education
Teacher Mentor Program Coordinator
Educator in Residence (EIR)

Submission Due Date: **May 19, 2026, 2pm**



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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 an Special Education Teacher Mentor Program Coordinator. The Coordinator will provide services for the Mississippi Department of Education in participating Local Education Agencies (LEAs) to address Mississippi initiatives such as the special education teacher shortage in Mississippi, Literacy-Based Promotion Act, and School Improvement Efforts.

Position and Salary Offered

The Teacher Mentor Coordinator will work with the Mississippi Department of Education staff to coordinate, prioritize, schedule, and provide technical assistance to teachers and administrators on support strategies for special education teachers, especially new special education teachers, mentoring special education teachers, and administrators. The Coordinator will provide appropriate services to districts and schools to ensure that there is cohesive, sustained, intensive, and aligned professional development that is relevant, engaging, and aligned to the High-Leverage Practices for Students with Disabilities by providing mentor training and ongoing support before and throughout the school year to mentors in participating LEAs, professional learning to new special education teachers in participating LEAs throughout the school year, and professional development to administrators in participating LEAs throughout the school year. The SEMP will also assist each participating district and school in the development of a sustainable induction and mentoring program to support the needs of new special education teachers.

The base salary is \$75,000. Incremental raises may be provided on an established scale, based on performance and funding availability. If selected, previous experience as an Educator in Residence within the Office of Special Education will be considered in determining salary.

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

Minimum Qualifications

Applicants must meet the minimum qualifications below in order for the application to advance to the evaluation process and must provide documentation (via resume) of the following criteria:

- Experience facilitating adult learning or delivering professional development;
- Experience mentoring, coaching, and providing feedback about instruction to special education teachers; and
- Experience leading others in a collaborative process (e.g., professional learning communities, school or district-level meetings).
- Teaching students with disabilities in various settings
- Documented experience in special educational administration

Desired Qualifications

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

- Strong background in the High Leverage Practices for Students with Disabilities

CERTIFICATION/LICENSES

- Valid Mississippi Educator Professional License

Education

- Master's degree in Elementary, Secondary, Special Education, or Educational Leadership with ten (10) years of experience in teaching and/or administration.

Certification/Licenses

- Valid Mississippi Educator Professional License

Responsibilities, Reports, and Evaluation

- Work with the MDE, Office of Special Education staff to prioritize, schedule, organize, and to provide a comprehensive program of professional development and technical assistance to teachers and administrators on support strategies for special education teachers, especially new special education teachers as a teacher recruitment and retention effort
- Serve on relevant committees as required as a perspective on the Mississippi special education teacher shortages efforts (e.g., CEEDAR TLSG, AIPL, Leadership Chat).
- Serve as the point of contact between the MDE, OSE and any outside agencies for all mentoring efforts.
- Administer and oversee the Mississippi New Special Education Teacher Mentoring Program maintaining all proper documentation and relevant handbooks and materials.
- Uphold the confidentiality of all student, school, district, and State-level data.
- Submit monthly coaching reports and logs at the request of the MDE.
- Submit data and program status updates when requested by the MDE.
- Submit administrator and mentor updates monthly to administrator and mentors in participating LEAs.
- Submit travel documents as required by MDE deadlines.
- Participate in mid-year and end-of-year performance evaluations.

Applicant Conditions

- Travel three days or more a week.
- Follow the established Coordinator EIR work calendar.
- Maintain a cooperative attitude, demonstrate consideration of others, and maintain rapport with others.
- Applicants shall acknowledge all funds and awards are subject to appropriations by the State/Federal government and the MDE 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 Americans with Disabilities Act, the Rehabilitations Act and any other requirements that may affect the performance of the obligations under this agreement.
- Applicant 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.
- Applicant shall perform all assigned duties and responsibilities, as required by the MDE, to the satisfaction of the MDE.

Application

REQUIRED ELEMENTS CHECKLIST:

1. [Application](#)—*Required Signature*
2. Resume
 - Include 2 References (names, email addresses, and phone numbers)
 - Include All Science of Reading professional learning and/or other relevant professional learning received
3. Valid Mississippi Public Educator License

A signed application packet shall be submitted electronically in a PDF format via mmcclain@mdek12.org no later than **May 19, 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.

Applicants should allow at least **72 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: Teacher Mentor Coordinator 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 **May 19, 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:

Michelle McClain
Bureau Director of Policy and Programs
Office of Special Education
The Mississippi Department of Education
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:
mmclain@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, give 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.