
Office of Special Education
July 2026

Educators in Residence (EIR) Job Announcement

**Individualized Educational Program (IEP) with an Emphasis in
Hearing Impairment
Special Education Specialist Educators in Residence (EIR)**

Submission Due Date: June 30, 2026, 2:00pm



MISSISSIPPI
DEPARTMENT OF
EDUCATION

GENERAL INFORMATION

The Mississippi Department of Education (MDE), Office of Special Education, is seeking competitive applications from qualified candidates for the Educator-in-Residence (EIR) position of IEP Specialist with an emphasis in Hearing Impairment. This position will provide statewide technical assistance and professional learning to support the development, implementation, and continuous improvement of Individualized Education Programs (IEPs).

The IEP Specialist will focus on strengthening academic growth for students with disabilities, ensuring effective use of accommodations and modifications, and promoting consistent, legally compliant implementation of IEPs across local education agencies (LEAs). The Specialist will collaborate with MDE offices, LEAs, and statewide stakeholders to ensure alignment with IDEA and Mississippi state requirements.

The Applicant must obtain a fiscal agent from a local school district, a public institution of higher learning, a community college, or a state agency. The fiscal agent will serve as the organizational representative and point of contact for all business management aspects of the grant agreement.

POSITION AND SALARY OFFERED

The IEP Specialist EIR will work closely with the Mississippi Department of Education staff to support statewide initiatives related to academic IEP quality, instructional alignment, accommodations and modifications, progress monitoring, and fidelity of implementation.

This position collaborates across MDE offices to ensure alignment of policies and practices affecting IEP development and implementation. The IEP Specialist provides technical assistance and guidance to LEAs, schools, and educators to strengthen:

- measurable academic IEP goals
- Appropriate and effective use of accommodations and modifications
- Instructional practices aligned to IEP requirements
- Progress monitoring and data-based decision-making
- Technical assistance and professional development around IEPs with an emphasis in Hearing Impairment

The IEP Specialist will support and deliver statewide training initiatives focused on high-quality IEP development, specially designed instruction, accommodations and modifications, and implementation fidelity, and will assist in developing and disseminating guidance documents, tools, and instructional resources.

The IEP Specialist also supports the implementation of IDEA and state regulations related to IEP development and delivery, assists with monitoring activities, improvement planning, and corrective

actions, and reviews data to identify statewide trends, strengths, and areas for improvement in IEP quality and implementation. The Specialist will engage in collaboration and stakeholder partnerships by participating in committees, workgroups, and task forces, and will represent MDE at meetings, training sessions, and conferences as needed.

The base salary is \$60,000. Incremental raises may be provided on an established scale, based on performance and funding availability. If selected, previous experience 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:

MINIMAL QUALIFICATIONS

Applicants must meet the minimum qualifications below for their applications to advance to the evaluation process.

The selected individual for the Special Education IEP Specialist EIR position must provide documentation (via resumé) of a minimum of five (5) years 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
- Knowledge of instructional strategies and accommodations for hearing-impaired learners

EDUCATION

- Bachelor's degree in special education with eight (8) years of experience in teaching elementary and/or secondary.

CERTIFICATION/LICENSES

- Valid Mississippi Educator Professional License

DESIRED QUALIFICATIONS

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

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

- Demonstrated expertise in academic IEP development, accommodations, and instructional implementation
- Valid teaching license with Hearing Impairment (HI) 216 endorsement preferred
- Experience working with students who are deaf or hard of hearing
- Knowledge of instructional strategies and accommodations for hearing-impaired learners
- Basic proficiency in American Sign Language (ASL)

RESPONSIBILITIES, REPORTS, AND EVALUATION

- Work collaboratively with MDE Office of Special Education staff to prioritize, schedule, organize, and deliver statewide professional development and technical assistance focused on academic IEP quality and implementation
- Provide guidance and coaching to LEAs and educators on:
 - Writing high-quality, standards-aligned academic IEP goals
 - Selecting and implementing appropriate accommodations and modifications
 - Ensuring fidelity of IEP implementation across instructional settings
- Serve on relevant committees, workgroups, and task forces to provide expertise related to IEP development, accommodations, instructional alignment, and progress monitoring
- Serve as a point of contact between MDE, the Office of Special Education, and external partners on initiatives related to IEP quality and instruction
- Coordinate and support statewide initiatives related to IEP development, implementation, accommodations, modifications, and progress monitoring, maintaining appropriate documentation and guidance materials
- Assist with the implementation of IDEA and state regulations related to IEPs, and support monitoring activities, improvement planning, and corrective actions
- Review and analyze data to identify trends, strengths, and areas for improvement in IEP development and implementation statewide
- Uphold confidentiality of all student, school, district, and state-level data
- Submit required reports, logs, data summaries, and program updates as requested by MDE
- Submit travel documentation in accordance with MDE policies and deadlines
- Participate in mid-year and end-of-year performance evaluations
- Travel as appropriate to support statewide trainings, meetings, and conferences
- Follow the established EIR work calendar
- Maintain professionalism, collaboration, and positive working relationships with MDE staff, LEA personnel, and stakeholders

APPLICANT CONDITIONS

- Applicant shall acknowledge that 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 Rehabilitation 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 MDE, to the satisfaction of the MDE.

REQUEST FOR INFORMATION

Questions concerning this job announcement shall contact: mmcclain@mdek12.org or dharrison@mdek12.org.

REQUIRED ELEMENTS CHECKLIST

1. Application- *Required Signature*
2. Resumé
 - Include 2 References
3. Valid Mississippi Public Educator License

A signed application packet shall be submitted electronically as a PDF via email no later than 6/30/2026 **by 2:00 p.m. Central Time (CT)**. 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.

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 **6/30/2026 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/Dr. Denise Harrison
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.

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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 considered a modification to the original submission. The previous submissions will be rejected and not considered for evaluation or 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 Applicants permission to change the criteria established in the application. This includes extending the dates and times by which applications are due.