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Office of Special Education  
July 2026

# Educators in Residence (EIR) Job Announcement

**Significant Cognitive Disability (SCD) Special Education  
Coordinator  
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 Special Education SCD Coordinator. This Coordinator will provide services for the Mississippi Department of Education, offering technical assistance and professional learning to support effective instructional practices and services for students with Significant Cognitive Disabilities (SCD). The coordinator will collaborate with MDE offices, LEAs, and stakeholders to ensure alignment with IDEA and state requirements.

The Applicant must obtain a fiscal agent from a local school district/Public Institution of Higher Learning/community college, or 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 **SCD Coordinator** will work with the Mississippi Department of Education staff to support the development, implementation, and continuous improvement of state initiatives that impact programs for students with Significant Cognitive Disabilities (SCD). Collaborates with offices across the Mississippi Department of Education (MDE) to ensure alignment of special education policies and practices, and provides technical assistance and guidance to LEAs, schools, and educators related to instructional practices, alternate academic achievement standards and curriculum access, and Individualized Education Program (IEP) development and implementation. The SCD Coordinator will support statewide training initiatives focused on inclusive practices, specially designed instruction, and progress monitoring for students with SCD, and will help develop and disseminate guidance documents, tools, and resources.

The SCD Coordinator assists with implementing IDEA and state regulations related to students with SCD, supports monitoring activities, improvement planning, and corrective actions associated with special education compliance, and reviews data to identify trends, strengths, and areas for improvement in statewide SCD programming. Engages in collaboration and stakeholder partnerships by participating in statewide committees, workgroups, and task forces, and represents MDE at meetings, trainings, 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 SCD Coordinator 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

## **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

## **RESPONSIBILITIES, REPORTS, AND EVALUATION**

- Work collaboratively with the MDE, Office of Special Education staff to prioritize, schedule, organize, and provide a comprehensive program of professional development and technical assistance to LEAs, schools, and educators to support high-quality instructional services for students with Significant Cognitive Disabilities (SCD).
- Serve on relevant committees, workgroups, and task forces as required to provide expertise related to SCD instructional practices, alternate academic achievement standards, and inclusive practices.
- Serve as a point of contact between MDE, the Office of Special Education, and external partners regarding initiatives, resources, and supports related to students with SCD.

- Coordinate and support statewide initiatives related to instruction, curriculum access, IEP development and implementation, and progress monitoring for students with SCD, maintaining appropriate documentation and guidance materials.
- Assist with the interpretation and implementation of IDEA and state regulations as they pertain to students with SCD and support monitoring activities, improvement planning, and corrective actions as needed.
- Review and analyze data to identify trends, strengths, and areas for improvement in SCD programming statewide and share findings with MDE staff as requested.
- Uphold the confidentiality of all students, school, district, and state-level data.
- Submit reports, logs, data summaries, and program updates as requested by the 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 initiatives, trainings, meetings, and conferences.
- Follow the established EIR work calendar.
- Maintain a cooperative attitude, demonstrate consideration of others, and establish and maintain professional rapport 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](mailto:mmcclain@mdek12.org) or [dharrison@mdek12.org](mailto: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  
SCD Specialist Program Coordinator  
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: [mmcclain@mdek12.org](mailto:mmcclain@mdek12.org) or [dharrison@mdek12.org](mailto:dharrison@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 rest 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.