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Office of Special Education  
June 2026

# Educators in Residence (EIR) Job Announcement

**SSIP (State Systemic Improvement Plan) Coordinator  
Educators in Residence (EIR)**

**Submission Due Date: June 16, 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 applicants for an Educator in Residence (EIR) position to provide services for the Mississippi Department of Education.

The applicant will provide services as an SSIP (State Systemic Improvement Plan) Coordinator. The SSIP Coordinator will provide services for the Mississippi Department of Education to implement and support the Literacy-Based Promotion Act, implementation of the Mississippi College-and Career Readiness Standards (MS-CCRS) for Mathematics, the Mathematics Instructional Observation Protocol (MIOP), and the Mississippi State Systemic Improvement Plan, (Indicator 17 of SPP/APR).

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 **SSIP Coordinator** will work with the Mississippi Department of Education to coordinate the Mississippi State Systemic Plan (Indicator 17 of SPP/APR) in alignment with the Literacy-Based Promotion Act, support the implementation of the Mississippi College-and Career Readiness Standards (MS-CCRS) for Mathematics, and the Mathematics Instructional Observation Protocol (MIOP). The SSIP Coordinator will provide support to schools so that there can be a cohesive, sustained, intensive and classroom-focused approach that is rigorous, engaging, and relevant for students. The SSIP Coordinator will provide a supportive, open, professional, and collaborative work relationship with supervisory duties to SSIP Regional Literacy Coordinators, SSIP Literacy Coaches, SSIP Elementary Regional Mathematics Coordinators, and SSIP Elementary Mathematics Coaches. The SSIP Coordinator will work with SSIP Regional Literacy Coordinators and SSIP Elementary Regional Mathematics Coordinators to prioritize, schedule, organize, and provide technical assistance so that ALL students in assigned schools achieve grade-level reading by the end of 3rd grade. One responsibility of the SSIP Coordinator is to develop new and innovative resources to improve literacy and mathematics instruction to increase student achievement, particularly focused on students with disabilities.

The base salary is \$80,000. Incremental raises may be provided annually, based on performance and funding availability. Experience as an Educator in Residence under the Literacy-Based Promotion Act and State Systemic Improvement Plan will also affect the base salary.

## MINIMAN QUALIFICATIONS

Applicants must meet the minimum qualifications below for their applications to advance to the evaluation process and must provide documentation (via resumé) of the following criteria:

- A minimum of three (3) combined years as an MDE SSIP Regional Literacy Coordinator, MDE SSIP Regional Literacy Coordinator, AND/OR other similar administrative experience working with districts or state initiatives;
- Documented successful experience in a supervisory role;
- Documented experience providing resources and support to SSIP Regional Literacy Coordinators and SSIP Literacy Coaches to adhere to the coaching model;
- Documented experience providing professional development to educators and/or

coaches to achieve the goals of the Mississippi State Systemic Improvement Plan in alignment with the Literacy-Based Promotion Act;

- Documented experience providing professional development to educators and/or coaches to support the implementation of the Mississippi College-and Career Readiness Standards (MS-CCRS) for Mathematics and the Mathematics Instructional Observation Protocol (MIOP); and
- Experience analyzing and using school, district, and state student achievement data for instructional decision making.

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:

## **DESIRED QUALIFICATIONS**

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

- Documented successful coaching/leadership experience;
- Experience working with teachers of students with disabilities; and
- Documented experience designing professional development specific to literacy and/or mathematics instruction.

## **EDUCATION**

- Master's degree in education with 3 years documented experience teaching reading and/or mathematics and working with students with disabilities
- OR-
- Bachelor's Degree with 5 years documented experience teaching reading and/or mathematics and working with students with disabilities with a minimum of 3 years of literacy or mathematics experience at the State, District, or School Level

## **CERTIFICATION/LICENSES**

- Valid Mississippi Educator Professional License, Administrator and Special Education Endorsements preferred

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

- Travel daily
- Follow the SSIP Coordinator Work Calendar
- Maintain a cooperative attitude, demonstrate consideration of others, and maintain rapport with others;
- Adhere to SSIP Coordinator coaching protocols and procedures outlined in the SSIP Literacy and Mathematics Coach Procedures Manual.
- Submit reports and logs at the request of MDE
- Plan and attend Monthly Statewide SSIP Literacy and Mathematics Coach Meetings and coordinate SSIP Regional Literacy Coordinator and SSIP Elementary Regional Mathematics Coordinators' Monthly Meetings

- Submit travel documents at the request of MDE
- Participate in mid-year and end-of-year performance evaluations

## APPLICANT CONDITIONS

- Applicants 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: [courtney.sheriff@mdek12.org](mailto:courtney.sheriff@mdek12.org).

## REQUIRED ELEMENTS CHECKLIST

1. [Application Link](#)- *Required Signature*
2. Resumé
  - Include 3 References
  - Include All Science of Reading Professional Learning and/or Other Relevant Professional Learning Received (Mathematics and Special Education)
3. Valid Mississippi Public Educator License

A signed application packet shall be submitted electronically as a PDF via [courtney.sheriff@mdek12.org](mailto:courtney.sheriff@mdek12.org) no later than 6/16/2026 **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. Example Format for Subject Line: **SSIP (State Systemic Improvement Plan) 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 **6/16/2026 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:**

**Courtney Sheriff**  
**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: [courtney.sheriff@mdek12.org](mailto:courtney.sheriff@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 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.