
Office of Special Education
June 2026

Educators in Residence (EIR) Job Announcement

**SSIP (State Systemic Improvement Plan) Elementary
Mathematics Coach Educators in Residence (EIR)**

Submission Due Date: June 23, 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 a SSIP (State Systemic Improvement Plan) Mathematics Coach (2-6). The Mathematics Coach will provide services for the Mississippi Department of Education to implement and support the 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 Mathematics Coach will work with the Mississippi Department of Education to assist with the implementation and coordination of the *MS-CCRS for mathematics*, the *MIOP*, and the Mississippi State Systemic Improvement Plan, (Indicator 17 of SPP/APR). Most students with disabilities in grades 2-6 receive mathematics instruction in the general education classroom, thus making it vital that the special and general education teachers collaborate. Because of this, the solicitation will serve both the general and the special education population. The SSIP Mathematics Coaches will provide mathematics strategies and coaching supports to the general and special education teachers. This will ensure the students with disabilities receive mathematics instruction of the grade level curriculum to meet the standards. Lastly, it will provide the general and special education teachers the tools needed to engage in and educate all struggling students. SSIP Mathematics Coaches will provide support to assigned schools to ensure that there can be a cohesive, sustained, intensive and classroom-focused approach to mathematics rooted in the Mathematics Instructional Observation Protocol. SSIP Mathematics Coaches will need to develop a non-threatening, professional, and collaborative work relationship with district-level school personnel, school-based and MDE mathematics coaches, principals, and teachers. SSIP Mathematics Coaches also work with principals to effectively identify the needs of assigned schools to prioritize, schedule, organize, and provide technical assistance so that students in assigned schools achieve grade level mathematics proficiency by the end of each grade level.

The base salary is \$65,000. Incremental raises may be provided annually, based on performance and funding availability. Experience as an Educator in Residence under the 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:

- Documented experience in mathematics or related field;
- Experience teaching students with disabilities;
- Experience facilitating adult learning and delivering professional development specific to

mathematics instruction (e.g., professional development feedback / surveys, letters from participants, etc.);

- Experience mentoring, coaching, and providing feedback about instruction to 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 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 teaching experience in teaching mathematics, elementary mathematics (2-6) preferred (e.g., school assessment data, principal reviews, classroom assessment data, etc.); and/or,
- Documented teaching experience with students with disabilities (e.g., inclusion data, principal reviews, etc.); and/or,
- Documented experience designing professional development specific to evidence-based mathematics instruction.

EDUCATION

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

CERTIFICATION/LICENSES

- Valid Mississippi Educator Professional License, Special Education Endorsements preferred

RESPONSIBILITIES, REPORTS, AND EVALUATION

- Travel daily
- Follow the SSIP Mathematics Coach Work Calendar
- Maintain a cooperative attitude, demonstrate consideration of others, and maintain rapport with others;
- Adhere to SSIP Mathematics Coach coaching protocols and procedures outlined in the SSIP Mathematics Coach Procedures Manual.
- Submit reports and logs at the request of MDE
- Attend Monthly Statewide SSIP Mathematics Coach 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.

REQUIRED ELEMENTS CHECKLIST

1. [Application Link](#)- *Required Signature*
2. Resumé
 - Include 3 References
 - Include all mathematics learning, specifically those under the Moving Mathematics in Mississippi (M3) initiative from the MDE and/or Other Relevant Professional Learning Received (Special Education)
3. Valid Mississippi Public Educator License

A signed application packet shall be submitted electronically as a PDF via courtney.sheriff@mdek12.org here no later than 6/23/2026 **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) Elementary Mathematics Coach (K-3rd) 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 **6/23/2026 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

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.