



POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

October 17, 2011

Closing Date: October 28, 2011

(Position will close after ten working days from date of listing or until filled.
Application review will begin on October 31, 2011).

Title: PUBLIC SCHOOL PROGRAM ADVISOR (Foreign Language Curriculum Specialist, K-12)

Position Number: 2212-9097

Grade: C122

Curriculum and Instruction

DUTIES:

This position will provide supplemental educational services that are consistent with the instruction and content used by local school districts and aligned to Arkansas' Curriculum Frameworks and/or the Common Core State Standards (CCSS). Design, implement and evaluate program compliance and effectiveness of training, curricula, and related educational services in local school districts and intermediate and regional units. Designs, prepares and conducts workshops, seminars, presentations, or in-service training to present information critical to specialized program areas. Provide technical assistance to school officials by interpreting laws and/or policies, answering questions, or resolving problems relative to assigned program areas. Researches and analyzes demographic, labor market and technological data and makes recommendations on education programs to meet changing needs. Acts as a liaison with education and public interest groups to inform them of departmental activities and assists in identification of needs. Works with other curriculum specialists to review courses for program approval; performs other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same; master's degree in education preferred; plus five years of teaching and/or school administration experience, instructional program coordination experience, curriculum or instruction specialist/facilitator. Knowledge of CCSS and the implementation process of CCSS required. Knowledge of the Foreign Language Curriculum Frameworks, K-8, and High School Credit Course Offerings (9-12); experience with grades 9-12 Foreign Language curriculum preferred.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at ArkansasEd.org or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.