



POSITION VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

January 27, 2012

Closing Date: February 9, 2012

(Position will close after ten working days from date of listing or until filled.
Application review will begin on February 10, 2012).

Title: ADE SPECIAL EDUCATION DIVISION MANAGER

Position Number: 2208-3054

Grade: C129

Special Education

DUTIES:

This position will direct all work of the Special Education Unit, including grants and data management, dispute resolution, non-traditional educational programs and settings, state program development, and monitoring program effectiveness. Supervises staff, interviews and recommend staff for hire; oversees the collection, analysis and reporting of local education agency data for the development and revision of the Arkansas State Performance Plan for Special Education and the annual performance report to the United States Department of Education; develops policies and procedures to ensure state and local agency compliance with federal and state statutes pertaining to children with disabilities. Provides guidance and information on the education of children and youth with disabilities to the agency Commissioner, Governor's Office, General Assembly, Congressional delegation, and other governmental agency personnel, school officials and staffs, educational cooperatives, higher education institutions, parents, and organizations; secures necessary federal, state, and local funds, including grant awards to fund special education mandates and initiatives. Prepares and conducts presentations and training on various disability topics at local, state, regional, and national levels; serves on national, regional, and state commissions, boards, and task forces necessary to benefit Arkansas' programs for special education; performs other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same; a master's degree or higher in a related field; a valid Arkansas administrative certificate/license; a valid special education certificate/license; evidence of leadership skills and successful special education experience; previous experience in coordinating program among schools and across levels; demonstrated interpersonal skills as well as oral and written skills, demonstrated commitment to continuing education and demonstrated knowledge of laws governing special education.

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:

Licensed as a Special Education Instructional Specialist or Certified Public School Administrator in accordance with the ACA 6-17-401. The formal education equivalent of a bachelor's degree in education; plus six years of experience in special education or a related area, including four years of experience in a supervisory capacity. 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.