



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4211

POSITION VACANCY ANNOUNCEMENT

January 25, 2012

Closing Date: February 7, 2012

(Position will close after ten working days from date of listing or until filled.
Application review will begin on February 8, 2012).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2207-7348

Grade: C122

School Improvement

DUTIES:

This position will work under the supervision of the School Improvement Coordinator and will be responsible for leadership and administrative functions in support of school improvement activities; collaborate with LEA staff and parents to design, implement, and monitor a meaningful and realistic school improvement plan that follows the school improvement process and clearly outlines the necessary interventions and actions to move all students to proficiency; provide technical assistance and direct services to assigned districts by interpreting laws or policies, brokering resources, answering questions, and resolving problems relative to assigned program areas; conduct workshops/seminars to present information critical to specialized program area and provide in-service training; research and analyze demographic, labor market and technological data and make recommendations on education programs to meet changing needs; act as liaison with education and public interest groups to keep informed of departmental activities and identify needs; perform other duties as assigned. **This position will be housed in Little Rock, Arkansas during the six-month probationary period; afterwards this position will be permanently housed in Helena, Arkansas.**

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same; knowledge of consultative practices and techniques; knowledge of planning, research and analysis techniques and procedures; ability to plan and organize comprehensive reports; interpret and apply state and federal laws and regulations governing school programs; develop, evaluate and monitor the effectiveness of programs and services related to program area; frequent in-state overnight travel is required.

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.