



ARKANSAS DEPARTMENT OF EDUCATION

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

POSITION VACANCY ANNOUNCEMENT

December 30, 2011

Closing Date: January 13, 2012

(Position will close after ten working days from date of listing or until filled.
Application review will begin on January 17, 2012).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2977

Grade: C122

Professional Development

DUTIES:

This position will work collaboratively with the Professional Development Unit to support ADE grant-funded literacy specialists in assisting school personnel in evaluating, developing, and strengthening literacy programs and supporting schools in curriculum, instruction, assessment, interventions, and coaching strategies. Designs, prepares and provides professional development/technical assistance/professional leadership for teachers and administrators related to increasing student achievement in literacy. Takes a leading role in development, dissemination, and evaluation of statewide professional development programs; maintains and shares current knowledge of research and effective practices in the area of literacy instruction and professional development.

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, curriculum or instruction specialist/facilitator experience preferred. Knowledge of the English Language Arts Common Core State Standards and experience with middle level or high school ELA 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.