



POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

January 19, 2012

Closing Date: February 1, 2012

(Position will close after ten working days from date of listing or until filled.
Application review will begin on February 2, 2012).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2862

Grade: C122

Standards Assurance

DUTIES:

This position will be responsible for reviewing standards and accreditation for assigned Arkansas public school districts and providing leadership, technical assistance and support to help improve student achievement. Coordinating and conducting On-Campus Standards Reviews of assigned school districts and reviewing all districts every four years; reviewing and correcting annual accreditation status reports; preparing technical reports; arranging and maintaining records and correspondence; researching and interpreting standards, laws, rules and regulations and providing technical assistance to schools and the public in general.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same; Master's degree with a minimum of three years experience in public school administration and three years of public school classroom teaching experience or comprehensive monitoring experience with the Standards Assurance Unit. Applicant should have the ability to work in a team environment as a team member or team leader; demonstrate appropriate usage of grammar and effective communication skills with the ability to tactfully share concerns and build consensus. Extensive travel is required, frequently overnight. A working knowledge of computer technology, basic word processing, databases, spreadsheets communication, Internet research and ability to develop presentations are all minimum requirements.

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](http://www.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.