



ADE
Human Resources – Room 204B
4 Capitol Mall
Little Rock, AR 72201
(501) 682-4210

Vacancy Announcement

June 30, 2008

Program Support Manager
2208-3033
Grade 22
Special Education

Closing Date: July 14, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on July 15, 2008.

DUTIES:

Under general supervision, responsible for planning, coordinating and directing special education monitoring and program approval for educational programs delivered in non-traditional settings. Other responsibilities include providing technical assistance to school and facility administrators and teachers, implementing Arkansas Board of Education Special Education rules and policies, conducting training, assisting in the development of new policies and procedures appropriate for non-traditional education programs.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same. Master's degree in education administration, special education or related field. Prefer person with experience in and knowledge of alternative settings such as juvenile detention centers, residential treatment facilities or state-operated programs.

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.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in public administration, business administration, or a related field; plus four years' experience in program organization and administration, including two years in a supervisory or leadership capacity. Other job related education and/or experience may be substituted for all or part of these basic 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, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or ArkansasEd.org.** 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.