



POSITION VACANCY ANNOUNCEMENT

August 26, 2008

Closing Date: September 9, 2008

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 10, 2008).

Title: PROGRAM SUPPORT MANAGER

Position Number: 2208-2972

Grade: 22

Special Education

DUTIES:

This position will supervise support and professional staff of state-wide special education programs. Directs operation of section that regulates Arkansas public schools and state agencies related to education of children with disabilities; participates in planning and policy development for Unit.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same; Master's degree in Special Education, school administration or related field; three years experience in program planning/management/supervision.

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 of 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 Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (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.