



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

**Vacancy Announcement – Re-advertised
July 22, 2008**

**PUBLIC SCHOOL ADMINISTRATIVE ADVISOR
2208-3020
Grade 21
Standards Assurance**

Closing Date: August 4, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on August 5, 2008.

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. This position will also be responsible for coordinating and conducting On-Campus Standards Reviews to assigned school districts and reviewing all districts every four years; reviewing and correcting annual school accreditation reports; determining and submitting final accreditation status reports; arranging and maintaining records and correspondence; researching and interpreting Standards, laws, rules, and regulations to provide technical assistance to schools and the public; and preparing technical reports.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same. Successful applicant seeking this position will have the formal education equivalent of an earned master's degree in education plus 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; ability to work in a team environment as a team member or team leader; and appropriate grammar and effective communication skills with the ability to tactfully share concerns and build consensus. Extensive travel is required, frequently overnight. Also required is a working knowledge of computer technology, basic word processing, database, spreadsheet, communication, Internet research, and presentation.

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 elementary education or a related field; plus three years of experience involving public school administration, teaching in a related area of work to be performed or a related field. 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.