



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

## Vacancy Announcement

June 12, 2008

Training Instructor

2208-2716

Grade 18

Arkansas Public School Computer Network

Closing Date: June 25, 2008

Position will be closed after ten working days from date of listing or until filled.  
Application review will begin on June 26, 2008.

### **DUTIES:**

This position provides support and technical assistance to all Arkansas public schools using the Pentamation Student Management System. Must have knowledge of school processes and procedures, i.e. registering, scheduling, grading, attendance, etc. Must know or have the ability to learn the automated student management system and get to an expert level quickly to provide the support needed. This position uses HEAT – a call management system to record and respond to trouble calls from the schools. This position may also test product upgrades and changes before distribution to all the school districts.

### **SPECIAL REQUIREMENTS:**

A general knowledge of the public school system student management - registration, scheduling, report cards, etc. A knowledge of automated computer systems; good verbal and written communication skills.

### **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 with coursework in educational psychology or related experience in areas being taught; plus two years' experience in the area being taught. Or the formal education equivalent of a high school diploma; plus six years' experience in area being taught. 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](http://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.