



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 204B
Little Rock, Arkansas 72201-1019
501-682-4210

POSITION VACANCY ANNOUNCEMENT

August 13, 2009

Closing Date: August 26, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on August 27, 2009).

Title: ADE APSCN FIELD ANALYST

Position Number: 2208-2694

Grade: C121

Arkansas Public School Computer Network

DUTIES:

Responsible for supervising school districts using the APSCN Student Management System (SMS) in the Crowley's Ridge Education Service Cooperative and surrounding area. Provides technical assistance, support, and training to users of the automated SMS; provides training and support to districts submitting data on the statewide reporting system to the ADE, and for creating and running reports through the statewide Data Warehouse using Cognos reporting tools. This position will be housed at the Crowley's Ridge Education Service Cooperative in Harrisburg, Arkansas.

SPECIAL REQUIREMENTS:

Knowledge of public school administrative processes and procedures; in-state travel is required.

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 education, computer science or a related field, or 60 college hours or equivalent technical school education; plus two years of experience within a school setting using a student records software application. 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.

PENDING HIRING FREEZE APPROVAL

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 Arkansased.org or 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.