



## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

September 9, 2009

Closing Date: September 22, 2009

(Position will close after ten working days from date of listing or until filled.

Application review will begin on September 23, 2009).

Title: EDUCATION INVESTIGATOR

Position Number: 2215-0726

Grade: C121

Professional Licensure Standards Board (PLSB) – Investigative Unit

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### JOB SUMMARY:

This position will be under limited supervision and in accordance with state laws, agency rules, and The Code of Ethics for Arkansas Educators, will conduct investigations regarding alleged educator misconduct and address complaints that are assigned. Based on completion of fact documentation, testimony, and evidence, prepare and submit typed comprehensive investigative reports to the Chief Investigator.

### JOB DUTIES:

- **Plan investigations based on complaint and preliminary documents**  
Determines initial course of investigation; identifies all individuals involved who may have knowledge of the matter; determines initial documents needed; makes preliminary plan of action for each case; consults with supervisor to plan and conduct investigative actions following all applicable laws, policies and procedures.
- **Interview all persons related to a complaint**  
Schedules and conducts interviews according to established procedures; interviews complainants, witnesses, victims, suspects, and any other individual who might contribute relevant information to the case.
- **Completes a thorough investigation of each case assigned**  
Obtains documentation/evidence necessary to support findings; addresses all relevant issues; interviews complainants and witnesses; completes investigation within established time lines (Critical); files for extensions only when absolutely necessary; travels to points necessary to properly investigate an allegation; demonstrates and maintains a working knowledge; and exhibits an understanding of state laws and The Code of Ethics for Arkansas Educators applicable to conducting an investigation for the PLSB; maintains a level of case activity that is equivalent to other investigators in the work unit; keeps the chain of command advised of the status of investigations and any other information of significance to the operations of the PLSB.
- **Prepares reports of investigative work**  
Develops and maintains a clear, accurate and comprehensive file of all actions regarding a specific complaint; composes detailed written reports summarizing the facts of the case; develops an investigative report and other required investigative or administrative documents; makes corrections and revisions to reports and summaries as directed by the supervisor; incorporates knowledge acquired to avoid the repetition of future documentation errors; maintains a database with current, accurate details of each assigned case; testifies at evidentiary or Arkansas State Board of Education hearings when called; attends meetings when requested, or is available for contact by phone, prepared to answer specific questions regarding the facts of a case.
- **Maintains a positive attitude with all persons contacted in the process of an investigation**  
Interacts with people in a positive non-adversarial manner; interacts with and builds relationships with local school officials; puts interviewees at ease; establishes and maintains rapport with law enforcement agencies.
- **Maintains a professional demeanor**  
Communicates a professional image through appearance and written communication; works as a team with other staff members; represents the Professional Licensure Standards Board in a professional and credible manner; maintains the use of the agency vehicle in accordance with agency policies and procedures; handles PLSB funds and completes related documentation in strict compliance with policies and procedures.
- **Maintains confidentiality of information and records at all times**  
Divulges details of a case only to authorized persons; maintains confidentiality of all records, names, locations, etc. until a final decision in a case is reached and the file becomes a matter of public record.
- **Maintains assigned equipment**  
Maintains assigned equipment in compliance with unit policies and procedures; ensures that issued equipment is in compliance with unit policies and procedures.
- **Other duties**  
Perform other duties, pertinent to the Unit, and assigned by the Chief Investigator or Assistant Commissioner.

**SPECIAL REQUIREMENTS:**

General computers skills; knowledge of Microsoft Windows/Office including both spreadsheets and word processing; keeps accurate log of time and mileage; experience investigating professional misconduct in an educational setting; knowledge of due process procedures; good communication, writing and grammar 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.

**MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in the area of conducting investigations, fact finding, mediation, or law enforcement methodologies. 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.

**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](http://www.arkansased.org) or <http://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.