



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

**Vacancy Announcement – Internal Applicants Only**  
**May 12, 2008**

**PROGRAM SUPPORT MANAGER**  
**2208-2781**  
**Grade 22**  
**Curriculum, Assessment and Research**

**Closing Date: May 23, 2008**

Position will be closed after ten working days from date of listing or until filled.  
Application review will begin on May 27, 2008.

**DUTIES:**

The Curriculum Assessment Program Manager will assist the Associate Director for Curriculum, Assessment and Research in the revision and implementation of all state curriculum frameworks and will be responsible for the planning, organizing, and directing of the course approval process for the Curriculum, Assessment and Research section. This position will also research, design, develop and implement state-wide curriculum-based criterion-referenced assessments; coordinate, manage, and maintain the Robert C. Byrd Scholarship program; and perform other duties and special projects as assigned by the Associate Director for Curriculum, Assessment and Curriculum.

**SPECIAL REQUIREMENTS:**

Applicant must possess an in-depth knowledge of the public school system, academic standards, and large-scale student assessments; experience providing staff development; ability to work with school district personnel; and excellent verbal and written communication skills.

Applicant must possess a current Arkansas teacher license or be eligible for the same. The formal education equivalent of a Master's degree in secondary education, curriculum and instruction, educational psychology, or a related field, plus three years of experience as a curriculum coordinator, test administrator, or education administrator.

**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.

**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, 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.