



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

Vacancy Announcement – Re-advertised
April 17, 2008

PUBLIC SCHOOL ADMINISTRATIVE ADVISOR
(Mathematics Specialist)
2208-3019
Grade 21
Curriculum, Assessment and Research

Closing Date: April 30, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on May 1, 2008.

DUTIES:

Work collaborative with Curriculum, Assessment and Research Unit members and under the supervision of the Associate Director to complete research and development efforts in curriculum, instruction and assessment; assist in developing and delivering professional development training in curriculum, instruction and assessment; write for a variety of purposes and in a variety of forms; provide technical assistance to school districts and perform special projects for unit as assigned; exhibit good human relation and excellent oral communication skills for team-based projects, and work with local school districts and the public; write grant applications and assist in the completion of grant-funded activities; perform tasks and responsibilities related to the Curriculum, Assessment and Research Unit as required or assigned.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same.

Master's degree in mathematics, mathematics education, or curriculum and instruction preferred; candidates who do not hold a Master's degree will be encouraged to obtain the preferred level of education; plus five years of teaching experience in mathematics education, program coordination, and/or as a Mathematics curriculum specialist; at least two years of experience in curriculum development and in the development and delivery of professional development training. Service on State and/or school district mathematics curriculum and/or assessment committees may be substituted for all or part of these special requirements. Background and experience in Mathematics education required.

SPECIAL REQUIREMENTS:

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.