



POSITION VACANCY ANNOUNCEMENT

October 30, 2009

Closing Date: November 13, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on November 16, 2009).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2913

Grade: C122

Gifted and Talented

DUTIES:

This position will monitor operational programs for compliance, design Compliance Action Plan for monitored districts when necessary, notify districts of compliance/noncompliance, recommend ways to strengthen program, and maintain oversight until compliance is achieved. This position will also provide technical assistance by telephone, mail, email and in person with local education agencies (LEAs), present in-service workshops, seminars, and training sessions, maintain liaison with Gifted and Talented supervisors of education service cooperatives, assist with special projects as directed, including preparation of materials, selection of committees, arrangements for meeting rooms, review of applications, visit programs in progress, confirm Advanced Placement program information including workshops/conferences/summer institutes/exams with the College Board. Review local districts gifted and talented program applications annually, and approve or disapprove, assist with amending proposals, notify LEAs of program approval and review and approve yearly final program reports. Perform other duties as assigned by the program coordinator.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same. Gifted licensure required and formal training and experience in Gifted/Talented Education. A master's degree in Gifted Education is required. Possess knowledge of state and federal laws and guidelines relating to funding for Gifted and Talented and Advanced Placement programs and public schools; knowledge of public school administration; knowledge of federal funding application writing techniques, principles and practices of human resource and organizational management; ability to develop and oversee the implementation of the state Gifted and Talented and Advanced Placement program policies and procedures; ability to provide technical assistance concerning state and federal requirements for funding of public schools; ability to establish comprehensive organizational system and programs and to direct operations through subordinate managers; ability to research, analyze and evaluate information.

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 education, public school administration, or related field. 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](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.