



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: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2736

Grade: C122

Research and Technology

DUTIES:

This position will report directly to the Coordinator of Special Projects/Research and Technology, manage a Research and Technology section of the Department and will be responsible for working with researchers and distributing information regarding educational research and best practices.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same; familiar with research practices and current research trends; ability to construct and verify data reports.

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 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.