



POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

October 13, 2009

Closing Date: October 26, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on October 27, 2009).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2207-7349

Grade: C122

Teacher Quality

DUTIES:

This position will be responsible for organizing training sessions for site-based mentors; developing and modifying training materials; training Pathwise mentor trainers; providing technical assistance to higher education institutions to incorporate the state adopted mentoring model into pre-service curriculum preparing teacher candidates; making presentations regarding Teacher Induction updates to project directors and interested groups. Provide technical assistance to public school districts; disseminate district Induction Grants; propose updates to Teacher Induction Rules to accommodate program growth; serve as an active team member in developing accountability measures for the Teacher Quality unit; provide assistance to other program advisors as needed; monitor assigned communications and tasks given to the administrative assistant; work with high-need school districts by providing faculty-wide Pathwise Trainings; and continue to enhance the Teacher Induction Program by keeping up to date with new developments in the area of teacher mentoring.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same. A bachelor's degree in education, Master's preferred; classroom teaching experience; excellent written and oral communication skills; outstanding organizational skills; ability to work as a team member; experience with collecting and analyzing data; and Pathwise Mentor certification.

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.

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 <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.