



## POSITION VACANCY ANNOUNCEMENT

October 28, 2009

**Closing Date: November 10, 2009**

(Position will close after ten working days from date of listing or until filled.  
Application review will begin on November 12, 2009).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-2771**

**Grade: C122**

**School Improvement – ACSIP**

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### **DUTIES:**

This position will work under the supervision of the Arkansas Comprehensive School Improvement Plan (ACSIP) Unit leader and will be responsible for the school improvement process through the ACSIP model (e.g. serve as the school improvement supervisor/federal programs specialist). This position will also be responsible for coordinating and conducting reviews to school districts and reviewing all districts every six years. This position will entail desk audits, brokering services into school programs, suggesting how educational theories may be implemented and how appropriate federal funds may be used in public schools.

### **SPECIAL REQUIREMENTS:**

Applicant must possess a current Arkansas teacher license or be eligible for the same. Successful applicants seeking this position will have the formal education equivalent of an earned master's degree in education. Applicants seeking this position should also have knowledge of public school administration, federal and state laws and regulations regarding Arkansas public schools; extensive knowledge of federal programs (Title I, II, III, IV, VI and No Child Left Behind); understanding of ACSIP (school improvement planning) processes and a general knowledge of current educational issues (especially with regard to mathematics and/or literacy instruction, K-12); ability to interpret and explain research and evaluation reports; experience providing instruction for adults; and occasional lifting/loading of materials will be required.

### **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 Qualification 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://Arkansased.org) or [www.arstatejobs.com](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.