



POSITION VACANCY ANNOUNCEMENT

August 26, 2009

Closing Date: September 9, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 10, 2009).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2212-4634

Grade: C122

Scholastic Audit

DUTIES:

This position will assist with pre- and post-audit services: designing, gathering, organizing, and authorizing training materials; gathering and organizing resource materials; delivering reports; responding to telephone calls and correspondence requesting interpretation of materials pertaining to school improvement. Provide technical assistance, support, and training to consultants using the Scholastic Audit website to produce reports.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same. The formal education equivalent of a master's degree in education or a related field, plus five years of administrative experience, instructional supervision, and program coordination with at least three years in a school supervision and leadership capacity; must show initiative, problem solving and collaborative skills and work well under pressure and in developing and delivering professional development training. Applicant must possess general computer skills, possess knowledge of Microsoft programs, Word, excel, and Access; must be able to perform research and other activities using the Internet.

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.