



POSITION VACANCY ANNOUNCEMENT

September 11, 2009

Closing Date: September 24, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 25, 2009).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-3000

Grade: C122

Curriculum, Assessment and Research

DUTIES:

Work collaborative with Curriculum, Assessment and Research Unit members and under the supervision of the Associate Director to complete research and development efforts in curriculum, instruction, and assessment; assist in developing and delivering professional development training in curriculum, instruction, and assessment; write for a variety of purposes and in a variety of forms; provide technical assistance to school districts and perform special projects for unit as assigned; exhibit good human relations and excellent oral communication skills for team-based projects, and work with school districts and the public; write grant applications and assist in the completion of grant-funded activities; perform tasks and responsibilities related to the Curriculum, Assessment and Research unit as required or assigned.

SPECIAL REQUIREMENTS:

Applicant must possess a current Arkansas teacher license or be eligible for the same. Master's degree in a field of science education, curriculum and instruction, and/or secondary education; candidates who do not hold a Master's degree will be encouraged to obtain the preferred level of education; plus five years of teaching and/or school administration experience, program coordination, and/or as a curriculum, instruction, and/or assessment specialist; at least two years of experience in curriculum and/or program development and coordination and in the development and delivery of professional development training. Service on State and/or school district curriculum and/or assessment committees may be substituted for all or part of these special requirements. Background and experience in science education 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 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](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.