



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 204B
Little Rock, Arkansas 72201-1019
501-682-4210

POSITION VACANCY ANNOUNCEMENT

September 9, 2009

Closing Date: September 22, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 23, 2009).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-3005

Grade: C122

Statewide System of Support

DUTIES:

This position will work collaboratively with assigned State Specialty Teams under the supervision of the Special Assistant to the Commissioner. The primary responsibilities will include assisting with school improvement, restructure and corrective action processes as noted in Smart Accountability. The position will also be responsible for coordinating and conducting technical assistance to schools, including supporting and modeling leadership skills, assisting with school leadership and instructional teams and monitoring the implementation of the Smart Accountability interventions. This position will provide guidance in making data driven decisions, such as the use of evidence-based strategies and provide oversight and technical assistance to assigned regions, districts, schools, teams, and shareholders.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same. A Master's degree in education; knowledge of public school administration; federal and state laws and regulations regarding Arkansas public schools, federal programs, and No Child Left Behind. Applicant must demonstrate a general knowledge of educational turnaround models, interpret and explain data, and use appropriate models of adult learning; demonstrate excellent oral and written communication skills including efficient use of technology; must be organized and demonstrate ability to facilitate collaboration among teams; must demonstrate ability to perform tasks and responsibilities related to Smart Accountability and the Statewide System of Support; travel 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 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 <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.