



POSITION VACANCY ANNOUNCEMENT

July 28, 2009

Closing Date: August 10, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on August 11, 2009).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2947

Grade: C122

Curriculum, Assessment and Research

DUTIES:

Works collaboratively with Curriculum, Assessment and Research section staff and under the supervision of the Associate Director of Curriculum, Assessment and Research to complete research and development efforts in art education, general curriculum, instruction, and assessment; assists in developing and delivering professional development training in the visual arts, general curriculum, instruction, and assessment; writes for a variety of purposes and in a variety of forms; provides technical assistance to school districts and performs special projects for section as assigned; exhibits good human relations and excellent oral communication skills for team-based projects and works with school districts and the public; writes grant applications and assists in the completion of grant-funded activities; performs 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 fine arts, art education, secondary education, or educational administration required; plus five years of teaching experience as a licensed art educator.

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](http://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.