



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 COORDINATOR

Position Number: 2208-3009

Grade: C123

Division of Learning Services

DUTIES:

Supervise and coordinate the statewide education program through subordinate managers by conferring with the advisory council and department professionals, review state and federal guidelines, and submit state application for federal funding under Title I. Coordinate the review, certification and funding of applications from all school districts and determine eligibility for federal funding of education programs under Title I; assist school district officials by interpreting state and federal laws and regulations and provide fiscal information and grant application forms; develop evaluation reports from information received from school districts to provide progress reports to the United States Department of Education; review reports submitted by professional support staff as a result of on-site visits to ensure program compliance; develop policies and procedures for monitoring and evaluating federally funded programs and for receiving, reviewing, and approving fund applications from school district administrators; determine staff, materials, and equipment needs for section's operations and programs to develop budget; coordinate the preparation of all reports and information requested from various offices and agencies; perform other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas teacher license or be eligible for the same. Knowledge of state and federal laws and guidelines relating to funding for state education programs and public schools; knowledge of public school administration, federal funding application writing techniques, principles and practices of human resources and organizational management; ability to develop and oversee implementation of state education program policies and procedures; ability to provide technical assistance on state and federal requirements for the funding of public schools; ability to establish comprehensive organizational systems and programs and to direct operations through subordinate managers; ability to interpret and apply state and federal laws and guidelines relating to funding for education and public schools and research, analyze and evaluate information.

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 secondary education, educational administration, or related field; plus four years of experience in education, public school administration, or a related field, including two years in a supervisory capacity. 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.