



## POSITION VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

November 3, 2009

**Closing Date: November 17, 2009**

(Position will close after ten working days from date of listing or until filled.

Application review will begin on November 18, 2009).

**Title: PUBLIC SCHOOL PROGRAM COORDINATOR**

**Position Number: 2208-3029**

**Grade: C123**

**K-12 Literacy**

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### **DUTIES:**

This position will serve as the Coordinator of the state Literacy Program, and will oversee the statewide network of literacy specialists, ensuring the implementation of all state initiatives and the State Board of Education (SBE) priorities; develop, organize and implement K-12 literacy professional development programs; develop K-12 literacy curricula aligned to the state academic standards; respond to the executive and legislative branches of government and SBE in matters related to literacy; maintain liaison relationship with the Department of Higher Education and colleges/universities in the development of teacher education programs in the areas of literacy and Early Childhood; collaborate with the Department of Human Services Early Childhood Division to ensure the connection between pre-school literacy programs and primary grade levels; collaborate with the Department of Career Education, Arkansas IDEAS, and others to provide seamless literacy support.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess a current Arkansas teacher license or be eligible for the same. A master's degree in education, educational administration, or a related field; Literacy (Reading) Specialist certification, three years experience teaching reading/literacy, excellent communication skills, effective collaboration skills, presentation and leadership experience, and experience with statewide literacy professional development.

### **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](http://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.