



ADE
Human Resources
4 Capitol Mall – Room 204B
Little Rock, AR 72201
(501) 682-4210

Vacancy Announcement – Internal Applicants Only
April 16, 2008

STAFF DEVELOPMENT COORDINATOR
2208-2708
Grade 20
Arkansas Public School Computer Network

Closing Date: April 29, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on April 30, 2008.

DUTIES:

The Staff Development Coordinator will be responsible for developing training materials, creating presentations, editing and making corrections to already existing manuals and documentation for the Arkansas Public School Computer Network Pentamotion Student Management System (SMS). This position will also conduct user training on the SMS system and Cognos Reporting; test software upgrades; assist on the SMS Help Desk, and write steps taken to resolve problems into the HEAT call management system.

SPECIAL REQUIREMENTS:

A general knowledge of the public school system, automated student management system, registration, scheduling, report cards, etc.; a general knowledge of computer systems and applications; good verbal and written communication skills; and ability to work well with school district personnel.

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.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in psychology, business administration, education, sociology, or a related field, plus three years of experience in staff development activities. Other job-related education and/or experience may be substituted for all or part of these basic 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, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or ArkansasEd.org.** 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.