



POSITION VACANCY ANNOUNCEMENT

July 24, 2019

Closing Date: July 30, 2019

(Position will close after five working days from date of listing or until filled. Application review will begin on July 31, 2019).

Title: ADE PROGRAM ADMINISTRATOR

Position Number: 2208-2909

Grade: GS10

Public School Accountability/School Performance

DUTIES:

This position will work under the direction of the Assistant Commissioner for Public School Accountability. ●Control Self-Assessment- Assist Division of Public School Accountability staff in the development and implementation of Control Self-Assessments. Coordinate with unit leaders to develop and/or revise risk assessments related to critical unit operations. Review of unit risk assessments prior to next cycle of risk assessments with the Department of Finance and Administration and Office of Internal Audit. Assist unit leaders with outlining professional development needs of staff after assessing risks. ●Standard Operating Procedures- Assist Division of Public School Accountability staff in the development and implementation of Standard Operating Procedures (SOP). Coordinate with unit leaders to develop and/or revise SOP's related to critical unit operations. Review of unit SOP's, training materials, observations, and/or feedback from unit leaders. ●Strategic Performance Management (SPM) - Assist and manage Division of Public School Accountability Strategic Performance Management (SPM) collaboration efforts. Promote the Division of Public School Accountability and Unit level involvement in SPM. Assist division staff by providing training, clarification, and assistance as required to ensure successful development and implementation. Review of training materials, SPM entries, training observations, and/or unit leader feedback. ●Provide professional learning opportunities, support, and materials to ADE team members, districts, and schools with specific focus on the understanding of accountability data to build school improvement and district support plans. ●Monitor and assist with updating all Division of Public School Accountability webpages. ●Assist with the evaluation and validity framework of the state's federal accountability plan by providing descriptive and analytical data analyses and accompanying text. Assist in collecting qualitative data to support the evaluation and validity framework of the state's federal accountability plan.

SPECIAL REQUIREMENTS:

Provides leadership for implementing federal and state laws and regulations that impact education programs preparation, quality, and approval. Directs supervisors and support staff through developing documentation of standard operating procedures and executing controlled self-assessments. Provides leadership for consideration and implementation of change initiatives that align with the agency's strategic performance management plan by collecting and analyzing quantitative and qualitative data. Serves as state consultant for state and national accreditation visits and manage the processes associated with the approval or accreditation process. Performs other duties as assigned. SPECIAL JOB DIMENSIONS Frequent in and out-of-state travel may 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 education, administration, business administration, or a related field; plus five years of experience in an applicable public school district education program or a related field, including two years in a supervisory capacity.

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 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov 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.