



POSITION VACANCY ANNOUNCEMENT

July 3, 2019

Closing Date: July 10, 2019

(Position will close from date of listing or until filled.
Application review will begin on July 11, 2019).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2764

Grade: GS09

Federal Programs

DUTIES:

This position will work as a team member in the Federal Programs Unit. Work extensively with Title I Director and will be responsible for interpreting and implementing regulations of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA). This will include a broad knowledge of the provisions, requirements and vocabulary of ESEA. This position will also be responsible for designing and providing equity-sensitive technical assistance. The program advisor will establish and manage department priorities, processes and procedures and work with a variety of individuals and groups throughout unit, division and agency. This position will work with Local Education Agencies (LEA) seeking Schoolwide and Targeted Assistance status. The job will entail use of e-Finance, e-School, federal grants management systems, and Indistar in order to monitor program and expenditure requirements. This position will be required to travel to multiple sites within the state to provide technical assistance and will be responsible for developing webinars related to guidance needed to LEAs.

PREFERRED QUALIFICATIONS:

Successful applicant must be able to provide technical assistance to Arkansas school districts about carrying out federal requirements. Must be able to handle day-to-day requirements of Title I (ex. Schoolwide/Targeted Assistance).

SPECIAL APPLICATION INFORMATION:

Only completed application with work history is accepted. The work history section of application must be complete and 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 a related field; plus five years of experience in education, public school administration, or a related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas driver's license. 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.

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 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.