



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

August 12, 2019

Closing Date: August 16, 2019

(Position will close from date of listing or until filled).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2807

Grade: GS09

Special Education

DUTIES:

This position will provide support to school districts, charter schools, and education service cooperatives through monitoring and technical assistance activities to improve results for children with disabilities and ensure compliance with state and federal regulations. Additionally, this individual will participate in due process procedures resulting from complaints or pre-hearings stemming from disputes over the implementation of Part B of the Individuals with Disabilities Education Act (IDEA) and will perform other duties as assigned.

PREFERRED QUALIFICATIONS:

Successful applicant must possess or be eligible for a standard Arkansas Educator's license is preferred. A master's degree in special education/educational administration or related field; a minimum of five years teaching experience in the public schools; some in-state travel is required.

SPECIAL APPLICATION INFORMATION:

Only a completed application with work history is accepted. The work history section of the application must be complete. 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 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.