



POSITION VACANCY ANNOUNCEMENT

July 12, 2019

Closing Date: July 18, 2019

(Position will close from date of listing or until filled.
Application review will begin on July 19, 2019).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2937

Grade: GS09

Standards and Systems Support – Charter Schools

DUTIES:

The Charter School Program Advisor will manage charter application and amendment processes; arrange and conduct meetings; conduct on-site charter visits. Provide technical assistance and support to charter leaders and ADE staff; update website; interpret laws and rules and share information with a variety of audiences. Conduct research; produce reports, respond to complaints, manage the district waiver request process and routinely review charter school financial information.

PREFERRED QUALIFICATIONS:

Experience working with charter schools and experience in school finance is preferred. The formal education equivalent of a bachelor's degree in public administration, educational administration, education, finance or related field. Frequent in-state travel and possible overnight travel.

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.