



## POSITION VACANCY ANNOUNCEMENT

May 22, 2019

**Closing Date: May 29, 2019**

(Position will close from date of listing or until filled.  
Application review will begin on May 30, 2019).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2212-9075**

**Grade: GS09**

**Public School Accountability**

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### **DUTIES:**

This position will work with schools and districts, other education specialists, organizations, agencies, and education service cooperatives to support the vision, mission, goals, and priorities of the ADE. Develop and maintain appropriate working knowledge of federal, state, and agency laws, regulations, and rules that are applicable to the specialist job function. Perform other duties and special projects as assigned. **Typical Functions:** Provide technical assistance and support to schools and districts regarding compliance with the Arkansas Standards for Accreditation. Perform other duties as assigned.

### **PREFERRED QUALIFICATIONS:**

Must possess or be eligible for a standard Arkansas educator's license. The formal education equivalent of a Master's degree in education or educational administration, plus five years of experience in education. Experience as a building-level administrator preferred. Knowledge of the organization and operation of public schools. Knowledge of rules, regulations, and statutes relating to the Standards for Accreditation of Arkansas public schools and school districts. Knowledge of consultative practices and techniques. Knowledge of planning, research, and analysis techniques and procedures. Ability to plan and organize comprehensive reports. Ability to interpret and apply state and federal laws and regulations governing school programs. Ability to develop, evaluate, and monitor the effectiveness of programs and services related to program area. Travel is required periodically.

### **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](http://www.arkansased.gov) or [www.arstatejobs.com](http://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.