



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

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

Requisition ID – 22933

**ADE ASSISTANT TO DIRECTOR
(SAFE SCHOOLS COORDINATOR)
Date: September 16, 2022**

**Position Number: 2218-0828
County: Pulaski
Posting End Date: September 30, 2022
Legal Services**

Join the Arkansas Department of Education where each student is recognized as an individual. Through a cultivation of world-class educators, partnering with communities, and an influx of social supports, the Arkansas Department of Education provides multi-level supports that help ensure students will receive a personalized education and develop a life-long love of learning.

Special Application Information:

Incomplete applications will not be considered. List current/most recent job first. Account for all time periods including unemployment, self-employment, and military service. A resume may be attached to your required online application form; however, it may not be used as a substitute for completing any part of our application package. 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).

Duties:

The Safe Schools Coordinator must be able to communicate effectively with various individuals and organizations and represent the Division of Elementary and Secondary Education (DESE) at meetings. Responsibilities of the Coordinator include, but are not limited to:

- Serving as a liaison between DESE and public school districts' administration and safety staff, the Criminal Justice Institute – Arkansas Center for School Safety and its Director, the Arkansas State Fusion Center, other governmental agencies, and stakeholder organizations.
- Assisting in the implementation of the recommendations from the Governor's School Safety Commission.
- Working closely with the DESE Equity Assistance Unit, School Counseling Unit, and School Health Services Unit, to provide support and resources to public school districts in the areas of physical safety, anti-bullying, and mental and social/emotional health needs.
- Collaborating with other DESE units to gain understanding and be able to share information regarding cyber security, physical and environmental security, and other areas relevant to keeping schools safe.
- Implementing and managing the STOP School Violence Prevention and Mental Health grant.
- Coordinating and serving on the DESE School Safety Committee.
- Presenting at conferences and providing or coordinating training regarding school safety.

**To apply for this position click open the link: [ADE Assistant to Director](#)
or visit the ARCareers website at: <https://arcareers.arkansas.gov/>**