



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

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

Requisition ID – 35005

ADE COORDINATOR OF GOVERNMENTAL AFFAIRS

Date: December 11, 2023

Position Number: 2212-9075

County: Pulaski

Posting End Date: January 16, 2024

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).

Functions:

Supervises a medium-sized professional and administrative support staff by interviewing and recommending applicants for hire, assigning, and reviewing work, and evaluating the performance of incumbents. Plans and coordinates research and data analysis on state and national education issues and compiles reports to provide statistical information to school district administrators. Provides technical assistance concerning legislation and the legislative process for agency staff, school administration, state officials, and the public. Reviews and maintains education-related state legislation and files, including school district budgets and statistical reports. Coordinates the activities of the legislative services unit and tracks progress on required actions from new and existing legislation. Develops and recommends new and revised policies and procedures to respond to changes in operational needs and objectives of the agency, including budget and accounting procedures. Performs other duties as assigned.

To apply for this position click on the link: [ADE Coordinator of Governmental Affairs](#)
or visit the ARCareers website: <https://arcareers.arkansas.gov/>