



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

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

Requisition ID – 19383

ADE OERZ TECHNICAL ASSIST SPECIALIST

Date: May 25, 2022

Position Number: 2212-9086

County: Pulaski

Posting End Date: June 3, 2022

Policy and Special Projects/ERZ

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:

Assists the OERZ Director in approving applications for participation in Education Renewal Zones (ERZ), the approval of ERZ strategic plans, and the management of the state's network of school support. Receives and reviews school applications for Education Renewal Zones, according to established procedures. Provides technical assistance and support to regional directors of Education Renewal Zones, ERZ schools, and institutions of higher education by interpreting laws, answering questions, or resolving problems. Coordinates research related to the evaluation of existing ERZ programs, trends, and issues affecting schools' goals and students' needs, to provide information for the development of long-range plans. Compiles, organizes, and maintains program documentation and evaluations into reports, noting program strengths and weaknesses, and recommends plans for corrective actions, as necessary. Performs other duties as assigned.

Knowledge, Abilities, and Skills:

Knowledge of federal, state, and district education laws, rules, regulations, and policies. Knowledge of the organization and operation of public schools. Knowledge of planning, research, and analysis techniques and procedures. Ability to research, analyze, and evaluate information and prepare comprehensive reports. Ability to understand, interpret, and apply federal and state laws and regulations to education and public school administration. Ability to provide technical assistance to requesting parties concerning public education issues. Ability to develop, evaluate, and monitor the effectiveness of programs and services related to the program area. Ability to prepare and present oral and written information/reports.

Formal education equivalent of a bachelor's degree in public administration, educational administration, education, or a related field; plus, four years of experience in the area of education, teaching in a related area of work performed, public school administration, or a related field.

To apply for this position click open the link: [ADE OERZ Technical Assist Specialist](#) or visit the ARCareers website at: <https://arcareers.arkansas.gov/>.