



**DIVISION OF ELEMENTARY  
& SECONDARY EDUCATION**

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

**Requisition ID – 19295**

**POLICY DEVELOPMENT COORDINATOR**

**Date: June 1, 2022**

**Position Number: 2215-2853**

**County: Pulaski**

**Posting End Date: August 3, 2022**

**Educator Effectiveness and Licensure**

**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:**

This position will report data submitted monthly to the State Board of Education, process applications for Master and Lead designations, and monitor the National Board Certified Teacher data. Additional duties include fingerprinting and the Division of Elementary and Secondary Education front desk coverage as needed due to employee absenteeism.

To apply for this position click open the link: [Policy Development Coordinator](#)  
or visit the ARCareers website at: <https://arcareers.arkansas.gov/>