



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

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

Requisition ID – 20037

PUBLIC SCHOOL PROGRAM ADVISOR

Date: July 5, 2022

Position Number: 2208-2764

County: Pulaski

Posting End Date: July 11, 2022

Federal Programs

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 work as a team member in the Federal Programs Unit and work extensively with the Coordinator of Federal Programs. Duties will include interpreting and implementing regulations of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA). This will include a broad knowledge of the provisions, requirements, and vocabulary of ESEA in regard to Title IV. Responsible for designing and providing equity-sensitive technical assistance and establishing and managing department priorities, processes, and procedures. This position will work with a variety of individuals and groups throughout the unit, division, and agency. Work with local education agencies (LEA) on completion of Title IV applications and budgets, and provide corrective action feedback to districts regarding budget submissions. This position will entail the use of eFinance, eSchool, the Federal Grants Management System, and Indistar in order to monitor program and expenditure requirements. Will be required to travel to multiple sites within the State to provide technical assistance, develop webinars related to guidance needed for LEAs, and assist with all duties assigned by the supervisor.

Preferred 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 a related field.

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