



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

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

Requisition ID – 14851

PUBLIC SCHOOL PROGRAM ADVISOR

Date: January 11, 2022

Position Number: 2212-9078

County: Pulaski

Posting End Date: January 18, 2022

Home Schools

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 Home School Program Advisor will: interpret home school laws and rules; provide technical assistance to families and schools about home school laws, rules, and notification procedures to parents, school district personnel, and other members of the public; develop and disseminate correspondence; maintain the home school web page; review information provided by parents/guardians on notice of intent to home school forms; update the notice of intent forms at least annually; prepare statistical reports; provide an annual report to the State Board of Education, and evaluate existing administrative policies and techniques and propose improvements.

Preferred Qualifications:

Must possess a Bachelor's degree; experience with Home Schools, as well as experience, communicating with, supporting, and providing technical assistance to families.

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