



## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

November 8, 2016

**Closing Date: November 22, 2016**

(Position will close after ten working days from date of listing or until filled.  
Application review will begin on November 23, 2016).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-2981**

**Grade: C122**

**Special Education**

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### **DUTIES:**

This position will monitor and evaluate school districts, state agencies and educational service cooperatives for program and fiscal compliance with state and federal regulations governing the provision of services to students with disabilities; provide professional development and technical assistance to improve outcomes for students with disabilities and ensure compliance with IDEA and work collaboratively within and across the agency to support the provision of effective special education services statewide. This position will review annual applications for VI-B funding for correct coding and allowable expenditures, as well as monitor expenditures to ensure alignment with budgeted allocations.

### **SPECIAL REQUIREMENTS:**

A current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas is preferred; master's degree in special education/educational administration or related field; a minimum of five years teaching experience in the public schools; ability to travel extensively both in-state and out-of-state. Experience with the school improvement process and special education fiscal operations is preferred; experience with the Indistar System, eFinance, APSCN and Cognos are desired but not required.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. [Visit our website at Arkansased.gov](http://Arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). 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). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.