



## POSITION VACANCY ANNOUNCEMENT

November 18, 2016

**Closing Date: November 28, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on November 29, 2016).

**Title: PUBLIC SCHOOL PROGRAM COORDINATOR**

**Position Number: 2208-3026**

**Grade: C123**

**School Improvement**

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### **DUTIES:**

This position will lead coordination of School Improvement activities and lead technical assistance for Academic Distress and other intensive needs improvement schools. Position will coordinate assignments of School Improvement Program Advisors, conduct onsite supervision, assist in developing and delivering professional development related to School Improvement. This position will support staff in development of written reports for the Arkansas State Board of Education and other education committees; develop policies and procedures for monitoring and evaluating needs improvement schools; exhibit excellent oral and written skills. Perform other duties and special projects as assigned by the School Improvement Program Administrator; determine the staff, material and equipment needs for the unit's operations and develop the unit's annual budget.

### **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. Successful candidate must possess a master's degree and administrative credential; possess school and/or district administration experience; knowledge of consultative practices and techniques; knowledge of planning, research and analysis techniques and procedures; ability to plan and organize comprehensive reports; interpret and apply state and federal laws and regulations governing school programs; develop, evaluate and monitor the effectiveness of programs and services related to program area; frequent in-state overnight travel is 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 secondary education, educational administration or a related field; plus four years of experience in education, public school administration or a related field, including two years in a supervisory capacity. 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 [www.arkansased.gov](http://www.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.