



POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

November 6, 2013

Closing Date: November 20, 2013

(Position will close after ten working days from date of listing or until filled.
Application review will begin on November 21, 2013).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2915

Grade: C122

Equity Assistance Center

DUTIES:

This position will be responsible for conducting on-site trainings, presenting at conferences, speaking at meetings, and consulting with the Arkansas School Administrators on implementing Title IX of Education Amendment of 1972, Title VI of Civil Rights Act of 1964, and Section 504 of Rehabilitation Act of 1973. This position will also be responsible for providing technical assistance to LEA's enabling them to more effectively meet responsibilities in complying with Arkansas Code Annotated 6-17-1902 and the Arkansas Public School Choice Act of 1989 and 2013; maintain records of consultation regarding services for disabled students and on assistance in compliance reviews and investigations; design and prepare training materials in order to conduct workshops and make presentations in reference to Title IX of Education Amendment of 1972 and Section 504 of Rehabilitation Act of 1973, as well as prepare Desegregation Monitoring Reports.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas educator's license; or 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.

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 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at ArkansasEd.org or <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.