



## POSITION VACANCY ANNOUNCEMENT

July 30, 2015

**Closing Date: August 5, 2015**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on August 6, 2015).

**Title: ADE ASSISTANT TO DIRECTOR**

**Position Number: 2215-7620**

**Grade: C129**

**Federal Programs**

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### **DUTIES:**

This position will coordinate and provide technical assistance to three assigned School Improvement Grant (SIG) schools: Forrest City Junior High School, Forrest City School District, Wonder Junior High School, West Memphis School District and Osceola High School, Osceola School District; the direct supervision of all aspects of SIG grants will include evaluation, staffing and compliance of budget, develop evaluation reports from information received from SIG schools for progress reports to the United States Department of Education, ADE and local boards of education, review and follow upon reports submitted by staff to ensure SIG compliance; and perform other duties pertinent to the unit as assigned.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess 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; possess a master's degree in school administration; and experience in school administration 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 education, public administration, business administration or a related field; plus six years of experience in a public school education environment. 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 <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.