

# Arkansas Department of Career Education

## CTE Accountability Coordinator Job Vacancy Announcement

Recruitment Period: Thursday, April 30, 2015, through Wednesday, May 13, 2015

ACE Program Coordinator: Position Number: 22080357 Class Code: E061C

Grade C123 Entry Level Salary: \$43,217

The Arkansas Department of Career Education (ACE), Division of Career and Technical Education, is recruiting for an ACE Program Coordinator position. This position will function as the CTE Accountability Coordinator for the Accountability and Funding Section. This position is located at Three Capitol Mall, Little Rock, Arkansas 72201.

Please read the attached CTE Accountability Coordinator functional job description for qualification requirements, job duties, responsibilities, and performance expectations. The functional job description is attached to this job vacancy announcement. This job vacancy is posted on the Arkansas State Jobs website.

### Employment Application Procedure

Apply through the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com). Upload your resume with your employment application. Please respond to each position-relevant question that is posted for the CTE Accountability Coordinator position, near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121, for assistance.

Applications and resumes will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com), by 11:59 p.m., Wednesday, May 13, 2015.

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education  
CTE Accountability Coordinator Functional Job Description

Position Number: 22080357

Classification Title: ACE Program Coordinator    Class Code: E061C    Grade: C123

**Position Summary**

The ACE Program Coordinator will function as a CTE Accountability Coordinator for the Division of Career and Technical Education (CTE). The Coordinator will be evaluating all the data that passes in and out of the accountability office. The Coordinator will also function as a federal grant specialist for the CTE Division and will initiate, coordinate, and provide oversight of the federal CTE grants to public school

The CTE Accountability Coordinator will prepare, analyze, and report program and student performance outcomes as required by state and federal law and regulation; advise school district administrators regarding the allowability of expenditure of state and federal funds for CTE purposes; and draft policy and reports as needed for CTE programs.

This Coordinator serves as a resident expert for the CTE Division on federal grant compliance and interpretation of Office of Management and Budget (OMB) Circulars, and all applicable regulations, policies and procedures related to the federal CTE funds. The CTE Accountability Coordinator must possess the ability to effectively communicate these regulations to school administrators both orally and in writing.

**Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in education, business administration, a field directly related to the assigned program area, or a related field; plus six years of experience in the field of education or a related field, including one year in a supervisory or leadership capacity.

A degree in Public Administration will be considered. Three years of experience in a field of data management or its equivalent is needed. The following will be considered as relevant experience in the field of education: data management in a college or university setting; data collection and management for education-related agency or research facility, etc.

Strong writing and verbal communication skills that include the ability to write clear, structured, and articulate letters and documents are required. Technically proficient application of grammar and syntax skills is essential. Proficiency in ACCESS (building and maintaining databases) and EXCEL is essential. Knowledge of state and federal education law and regulations and experience with educational data are desirable.

The CTE Accountability Coordinator must demonstrate initiative as a self-starter, be analytically astute, and exercise responsible judgment. This position requires good

organizational skills with attention to detail, and the achievement of performance expectations with minimal supervision.

## **Arkansas Department of Career Education**

CTE Accountability Coordinator Functional Job Description

Position Number: 22080357

Classification Title: ACE Program Coordinator Class Code: E061C Grade: C123

### **Job Duties and Responsibilities**

Design, develop, and maintain several Microsoft Access databases for internal agency personnel use. Access databases are an integral part of our data collection tools.

Prepare maintenance requests, document problems, and design updates for the web-based accountability portal, prepare written instructions for school administrators regarding the use of the portal, and provide training of local users

Advise Arkansas public school administrators who are utilizing state and federal CTE funds regarding compliance issues.

Write and recommend policies and procedures for oversight, evaluation, and monitoring of federal CTE funds and programs.

Draft federal and state reports, including the state's plan for federal CTE funds and annual performance document.

Identify problems and recommend feasible solutions.

Preserve the security and integrity of all student data and information obtained for reporting purposes.

Collect, review, analyze, and report the CTE program and student performance data.