

## Arkansas Department of Career Education

Jobs for Arkansas' Graduates Program Manager Job Vacancy Announcement

Recruitment Period: Tuesday, December 30, 2014, through Tuesday, January 13, 2015

Position Number: 22080362

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

Grade C123 Entry Level Salary: \$43,217

The Arkansas Department of Career Education, Division of Career and Technical Education (CTE), is recruiting for an ACE Program Coordinator position. The ACE Program Coordinator will function as the Jobs for Arkansas' Graduates (JAG) Program Manager that is assigned to the Special Populations Office. This position is located at Three Capitol Mall, Little Rock, Arkansas 72201

Please read the attached JAG Program Manager functional job description for qualification requirements, job duties, and responsibilities. A current (unexpired) Arkansas Teacher's License is required for this position.

### Employment Application Procedure

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State jobs website by 11:59 p.m., Tuesday, January 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 a reasonable accommodation that is needed to participate in our application process.

## **Arkansas Department of Career Education**

### **Jobs for Arkansas' Graduates (JAG) Functional Job Description**

Classification Title: ACE Program Coordinator

Position Number: 22080362      Class Code: E061C      Grade: C123

#### **Position Summary**

The ACE Program Coordinator will function as the Jobs for Arkansas' Graduates (JAG) Program Manager. This position will provide the overall management of the Special Populations office; conduct Office of Civil Rights (OCR) visits; provide technical assistance and support to school superintendents, principals, counselors, and teachers on issues related to Career and Technical Education (CTE).

The JAGS Program Manager will work closely with Arkansas public schools and secondary career centers who are instructing Jobs for Arkansas' Graduates (JAG) programs. The Coordinator will also provide technical assistance to school districts in regard to JAG.

The JAGS Program Manager must demonstrate initiative as a self-starter, be analytically astute, exercise good judgment, and be highly motivated to competently achieve performance expectations with minimal supervision. This position is expected to identify problems and recommend feasible, cost-effective solutions. A high level of integrity is essential to be successful as the Program Coordinator. The incumbent must effectively communicate orally and in writing which includes knowledge of grammar, syntax, punctuation, and spelling. Presentation experience and skills are needed. Management and organizational skills are required, with attention to detail.

#### **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.

The successful applicant must possess a current (unexpired) Arkansas educator's license.

Strong writing and verbal communication skills are essential. These skills should include, but are not limited to, the ability to write clear, structured, and articulate letters and related documents. Proficiency in Microsoft Office applications is essential.

## Jobs for Arkansas' Graduates (JAG) Functional Job Description

Classification Title: ACE Program Coordinator

Position Number: 22080362      Class Code: E061C      Grade: C123

### **Job Duties and Responsibilities**

Supervise an ACE Program Advisor and an Administrative Specialist.

Coordinate and conduct professional development events for CTE JAG teachers.

Coordinate and conduct, as team leader, on-site visits to access programs for compliance with state and federal laws and agency policies and procedures.

Approve or disapprove purchase of adaptive equipment for special needs students.

Evaluate and approve or disapprove new or expanded program proposals.

Notify sub-recipients found to be in noncompliance of the steps to be taken to attain voluntary compliance.

Report activities and findings of the compliance programs to the Office of Civil Rights.

Prepare reports of findings and submit to OCR.

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

Frequent in-state and some out-of-state travel will be required as well as overnight travel.