

Arkansas Department of Career Education

Career and Technical Education Program Advisor Job Vacancy Announcement

Recruitment Period: Monday, June 29, 2015, through Monday, July 13, 2015

ACE Program Advisor: Position Number: 22080333 Class Code: E062C

Grade C122 Entry Level Salary: \$41,159

The Arkansas Department of Career Education (ACE) is recruiting for an ACE Program Advisor position that will function as the Career and Technical Education (CTE) Program Advisor. This position is assigned to the Office of Skilled and Technical Sciences, in the Division of Career and Technical Education. The position will be located at Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Thoroughly read the attached CTE Program Advisor functional job description for education and experience requirements, job duties, responsibilities, and performance expectations.

Employment Application Procedure

Apply through the Arkansas State Jobs website, www.arstatejobs.com. Upload your resume with your employment application. Please respond to all position-relevant questions that are posted for the CTE Program Advisor. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121 for assistance.

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., Monday, July 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 accommodations that are needed to participate in our application process.

Arkansas Department of Career Education

Career and Technical Education Program Advisor Functional Job Description

Position Number: 22080333

Classification Title: ACE Program Advisor Class Code: E062C Grade: C122

Position Summary

The ACE Program Advisor will function as the Career and Technical Education Program Advisor. This position is assigned to the Office of Skills and Technical Sciences, in the Division of Career and Technical Education. The Program Advisor is responsible for the supervision and development of the Arts Audio/Video Technology and Communications Career Pathway in secondary education.

The position requires statewide and some out-of-state travel, which may include some irregular work hours. Occasional weekend work and overnight trips may be needed.

Education and Professional Work Experience

The formal education equivalent of a Bachelor's Degree in education, business administration, or an academic discipline that is directly related to the assigned program area; plus four years of professional experience in the field of education, or a related field. Related academic fields for this position are: Mass Communications, Journalism, TV Production or Broadcasting, Photography, and Advertising and Graphic Design. Related professional experiences for this position are in: photography, media production and broadcasting, advertising and graphic design, and digital communications.

A valid (unexpired) teaching license or permit is required in the field of communications. Knowledge of career and technical education in the Arts A/V Technology and Communications Pathway is needed. Recent experience in the communications industry is helpful.

The Career and Technical Education Program Advisor must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, and be highly motivated to competently achieve performance expectations with minimal supervision.

A high level of integrity is essential to be successful as the Program Advisor. The candidate must effectively communicate orally and in writing. Knowledge of and the effective application of grammar, punctuation, and syntax rules is required. Public presentation experience is needed. Management and organizational skills are required, with attention to detail. Proficient application of Microsoft Office products is required, especially Microsoft Word, Excel, and PowerPoint.

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Job Duties and Responsibilities

Read, comprehend, and effectively apply federal, state, and agency policies, procedures, and administrative guidelines to facilitate processes.

Collaborate with management staff and employees to share and receive updated information regarding new initiatives, issues, or to resolve problems.

Provide technical assistance for CTE and Perkins coordinators, school administrators and instructors by interpreting regulations, answering questions, resolving problems and providing technical advice as needed.

Review state and federal grant applications for program and project approval.

Evaluate program effectiveness through on-site visits, program reviews, and desk audits to ensure program compliance.

Review teacher licensure applications for qualifications to meet state requirements.

Provide teacher training, technical assistance, program evaluation, assisting with student competitions and state and national conferences. T

Coordinate and collaborate with agency program managers and advisors, school administrators and teachers, and industry professionals.

Assist with and promote career and technical education programs and professional organizations.

Assist with the development of competency frameworks and assessments.

Review on-line teacher information systems for program approval.

Provide and/or conduct professional development training for instructors in each Arts A/V program of study area.

Assist with the supervision of student organizations and state contests.

Organize and conduct career pathway development setting the standards for student outcomes for all courses in the cluster leading to college and career readiness.

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Exercise responsible discretion and judgment to provide accurate and current information to public schools and other outside entities.

Research and verify information to provide reliable assistance to public school administrators and educator, agency staff, and other entities as directed.

Identify and critique potential problems and recommend cost-effective, feasible solutions that are conducive to achieve desired outcomes.

Exercise responsible discretion to protect the integrity of all confidential agency, client, student, and employee information.

Perform other duties as assigned as new state and federal policies or initiatives are mandated.