

Arkansas Department of Career Education

English-as-a-Second Language Program Advisor Job Vacancy Announcement

Recruitment Period: Tuesday, March 24, 2015, through Friday, April 17, 2015

Classification Title: ACE Program Advisor Position Number: 22150729 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 an English-as-a-Second Language (ESL) Program Advisor. This position is assigned to the Division of Adult Education, Three Capitol Mall, Little Rock, Arkansas 72201

Please read the ESL Program Advisor functional job description for education and experience requirements, and specific job duties and responsibilities. The functional job description is attached to this job vacancy announcement.

Employment Application Procedure

Apply through the Arkansas State Jobs website, www.arstatejobs.com. Upload your resume with your employment application. Please respond to each position-relevant question that is posted for the ESL Program Advisor 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, by 11:59 p.m., Friday, April 17, 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

English-as-a-Second Language Program Advisor Functional Job Description

Position Number: 22150729

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

Position Summary

The ACE Program Advisor will function as the Arkansas English-as-a-Second Language (ESL) Program Advisor. The ESL Program Advisor is assigned to the Division of Adult Education. The Program Advisor will ensure that adult education programs and literacy councils are in compliance with federal and state guidelines, laws, and policies. This Advisor will develop and support ESL programs across the state, identify curriculum and teaching materials for ESL students, identify and coordinate ESL teacher professional development training needs.

The ESL Program Advisor will provide technical assistance and program monitoring to adult education programs and literacy councils in an Arkansas region through annual site visits, program reviews, and desk audits. The Program Advisor will monitor and approve federal and state grant budgets, amendments, expenditure reports, and project applications of adult education and literacy council programs.

Statewide and some out-of-state travel, which may include some overnight is required. Irregular work hours are expected, which may include some weekend work.

Minimum Education and Professional Work Experience

The formal education equivalent of a Bachelor's degree in English-as-a-Second Language (ESL) or Teachers of English to Speakers of Other Languages (TESOL), Adult Education, Education, Communication, Curriculum Design and Instruction, Business Administration/Management, Marketing, Public Administration, Psychology, Sociology, or related field.

Four years of teaching experience, particularly in ESL and/or Adult Education. Teacher license with an ESL endorsement preferred. Experience reviewing, approving, managing, and overseeing state and federal grants. Experience teaching or working with special populations such as English-as-a-Second Language students, adult learners, and at risk students. This position requires the ability to analyze data to prepare qualitative and quantitative reports.

The ESL Program Advisor must demonstrate initiative as a self-starter, be analytically astute, exercise responsible judgment, and 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. Public presentation experience is needed. Management and organizational skills are required, with attention to detail. Proficiency in Microsoft Office products is required.

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Position Number: 22150729

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

Job Duties and Responsibilities

Provide technical assistance to adult education programs and literacy councils by interpreting federal and state regulations, answering questions, resolving problems, and advising local programs, etc.;

Evaluate program effectiveness through annual on-site visits, program reviews, and desk audits to ensure program compliance; review status and accountability reports of programs for compliance and performance;

Provide technical advice and assistance to the field in the initiation, implementation, and operation of adult English-as-a-Second Language program.

Work closely with adult education programs and literacy councils across the state to help provide transition and educational services to English-as-a-Second Language students.

Coordinate the development of curriculum materials, and ESL professional development training.

Monitor and approve federal and state grant budgets, amendments, expenditure reports, and project applications of adult education and literacy council programs.

Participate in the submission of federal and state reports; assist in data match and conducting the state and federal funding of programs, assist in writing policies and procedures, and federal state plans.

Conduct workshops and presentations during local meetings and professional conferences;

Protect the integrity of all confidential client, student, and employee information.