

Arkansas Department of Career Education

Family and Consumer Sciences Program Advisor Job Vacancy Announcement

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

ACE Program Advisor: Position Number: 22129525 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 Family and Consumer Sciences (FACS) Program Advisor. This position is assigned to the Office of Family and Consumer 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 FACS 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 FACS 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

Family and Consumer Sciences (FACS) Program Advisor Functional Job Description

Position Number: 22129525

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

Position Summary

The ACE Program Advisor will function as a Family and Consumer Sciences (FACS) Program Advisor, for the Office of Family and Consumer Sciences (FACS), in the Division of Career and Technical Education (CTE).

This Advisor will work closely with ACE program advisors in the area of FACS as well as other departments in the agency, particularly with relation to technical assistance to schools. The ACE Program Advisor will also work with school administrators, CTE coordinators, and teachers in developing, implementing and maintaining courses in FACS pathways and programs of study. Program Advisor will work with business and industry partners as a part of the advisory councils to develop industry-relevant FACS programs.

Travel will be required to attend conferences at the local, state, and national level. Overnight travel will be required for education visits, as well as for student organization visits, which will be extensive during peak work periods. It is not uncommon for the FACS Advisor to be on official agency business travel from three (3) to four (4) nights per week for several weeks.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, family and consumer science, home economics, or a related field such as: Dietetics, Nutrition, Culinary Arts, etc.; plus four years of experience in the field of education or a related field (such as those listed above) is required.

A Master of Arts in Teaching degree will be considered. A valid (unexpired) teaching license or related technical permit is required.

The Family and Consumer Sciences 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.

Strong written and verbal communication, collaboration, and presentation skills including the ability to write educational standards and objectives, and other related documents are required. Extensive knowledge of Family and Consumer Sciences is required. A working knowledge of Cosmetology and/or Culinary Arts is preferred.

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Management and organizational skills are required, with attention to detail. Proficient application of Microsoft Office products is required, especially Microsoft Word, Excel, and PowerPoint. The Program Advisor must perform detailed tasks, and achieve performance expectations with minimal supervision.

Job Duties and Responsibilities

Assist the Family and Consumer Sciences (FACS) Program Coordinator and advisors in the development and/or revision of FACS course frameworks.

Assist in developing/revising standards that include industry and national standards.

Assist in framework development and revision for FACS programs, including standards development, standards alignment, and appropriate assessments.

Review Teacher Information System for accuracy of information, assisting teachers in reporting procedures and processes, including licensure and permitting related to FACS programs.

Review new program start-up applications and Perkins improvement activities.

Conduct technical assistance visits at schools offering FACS programs

Maintain reports and records submitted by teachers; coordinate and conduct professional development events for CTE teachers.

The FACS Program Advisor will support the activities of Family, Career and Community Leaders of America.

Assist in reviewing and developing standards that address all levels of learning.

Assist in developing assessment criteria for FACS programs.

Review FACS curriculum to identify intra- and cross-curricular duplications and alignments.

Assist teachers with using the Arkansas Department of Career Education website, particularly as it relates to the Teacher Information System, Perkins information, curriculum frameworks, assisting in other areas as necessary.

Provide direct and/or indirect support for FCCLA organization as assigned.

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Develop and present professional development sessions for teachers of Family and Consumer Science and related programs.

Assist teachers, administrators, and CTE coordinators with enrollment and training for specialized courses, programs, and professional development opportunities.

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

Review teacher information entered annually in the Teacher Information System to recommend program approval status.

Review grant application submissions for new and expanded programs.

Conduct grant application and grant reimbursement visits to schools submitting new and expanded programs applications.

Assist in processing grant reimbursement requests from schools.

Maintain and analyze annual reports submitted by teachers.

Assist in updating FACS-related information on the Arkansas Department of Career Education website

Participate professionally in meetings and committees.

Adhere to standards set forth in the Communication Requirements and Conduct Expectations

Assist in evaluating vendors, speakers, etc. for participation in conferences and professional development activities.

Prepare travel requests and reimbursements.