

Arkansas Department of Career Education

Public School Program Advisor Job Vacancy Announcement

Recruitment Period: Tuesday, May 6, 2014, through Monday, May 19, 2014

ACE Program Advisor Position Number: 22080323 Class Code: E062C

Grade C122 Salary Range: \$41,159 to \$67,287

The ACE Career and Technical Education Division, is recruiting for an ACE Program Advisor position, who will function as a Public School Program Advisor. This position is assigned to the CTE Office of School Improvement, Luther Hardin Building, 3 Capitol Mall, Little Rock, Arkansas 72201

Please read the attached Public School Program Advisor functional job description for education, professional work experience, and licensure requirements. The specific job duties and responsibilities assigned to this position are provided as well.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Resumes may be uploaded with the employment application. Each applicant must respond to the questions that are posted with the 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, May 19, 2014.**

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
Functional Job Description

Functional Job Title: Public School Program Advisor

OPM Classification Title: ACE Program Advisor

Position Number: 22080323 Class Code: E062C Grade: C122

Division: Career and Technical Education

Section\Unit: School Improvement and Science, Technology, Engineering, and Math (Stem)

Position Summary

The ACE Program Advisor will function as the Public School Program Advisor. This position is assigned to the Office of School Improvement, Career and Technical Education Division. The Advisor will assist and promote STEM education in Arkansas. The Program Advisor will evaluate school district grant applications; verify school, teacher, and course information for the Teacher Information System; work with teachers concerning their licensure in Career and Technical Education (CTE) program areas. The Advisor will also review new program start-up applications submitted by school districts.

The Advisor will work closely with teachers to develop and revise curriculum frameworks and end-of-course assessments. The Advisor will provide technical assistance to school districts in regard to various CTE programs. The Advisor will coordinate and conduct professional development events for CTE teachers. The Advisor will work with business and industry partners to further CTE in Arkansas.

Education and Professional Experience

The formal education equivalent of a bachelor's degree in education, business administration, or a related academic field that is directly related to the assigned program area, or a related academic discipline ; plus four years of experience in the field of education or a related field.

A current, valid Arkansas teaching license is required, with a minimum of four years of secondary classroom teaching experience. The Public School Program Advisor will have direct contact with instructors as well as administration of secondary level schools.

It is imperative the person selected for this position has experience with teaching students of the age group in which they will be supervising, as well as the knowledge of administrative practices gleaned through experience in secondary level instruction.

All applicants should have experience in fields related to science, math, engineering, or technology.

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Functional Job Description: Public School Program Advisor

Applicants shall possess knowledge of, or experience with, Project Lead The Way (PLTW), High Schools That Work (HSTW), Technology Centers That Work (TCTW), and Career Academy initiatives.

Applicants should have a strong math or science background, as well as possess good technology understanding and skills. The understanding and skills should expand beyond software.

Technology is ever changing and applicants should have a desire to know and understand the latest technological advances in robotics, communication, and their impacts on education.

Knowledge of federal and state laws regarding licensure within the field of education is required.

Knowledge of educational program development and presentation techniques, knowledge of teaching principles and methods, and the ability to interpret and apply applicable portions of federal and state regulations governing educational programs is needed.

Applicants must have the ability to research, generate, simulate, modify, and conduct educational programs. Expect the ability to prepare, categorize, and document reports, as well as evaluate applications and their supporting documentation.

Job Duties and Responsibilities

The Advisor will work closely with Arkansas public schools and secondary career centers who are utilizing initiatives designed to improve academic improvement, or are instructing any of the educational programs in the Science, Technology, Engineering, and Math (STEM) area supervised by this office.

Excellent communication and presentation skills are necessary, as well as the ability to follow technical instructions, and working well with others.

This position requires face-to-face meetings with public school administrators and instructors; therefore an understanding of how public schools operate is essential.

This position requires reviewing applications for projects to be funded with Federal as well as State dollars.

The Program Advisor will work closely with teachers to develop and revise curriculum frameworks and end-of-course assessments.

The Advisor will provide technical assistance to school districts in regard to various CTE programs. The Advisor will coordinate and conduct professional development events for CTE teachers.

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Functional Job Description: Public School Program Advisor

The Advisor will work with business and industry partners to further CTE and STEM in Arkansas. The Advisor will serve and help manage middle level and high school student organizations on local, state, and national levels.

Professional appearance and conduct are expected. Frequent in-state travel will be required as well as overnight travel.