

Arkansas Department of Career Education

Curriculum Specialist Program Advisor Job Vacancy Announcement

Recruitment Period: Thursday, October 27, 2016, through Wednesday, November 16, 2016

Position Number: 22150730

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

Entry Level Grade C122 Salary: \$41,159
(twelve (12) month annual salary)

The Arkansas Department of Career Education is recruiting for a Curriculum Specialist Program Advisor position that is assigned to the Division of Adult Education. The work location for this position is Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Please read the attached Curriculum Specialist Program Advisor functional job description for education and professional experience requirements, job responsibilities and expected results, competencies, and skill sets that are specified for this job vacancy.

Employment Application Procedure

Apply through the Arkansas State Jobs website, www.arstatejobs.com. Upload your resume with your employment application. Each applicant is expected to respond to the position-relevant questions that are posted for the Curriculum Specialist Program Advisor position. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the Arkansas Relay Service, at 1-800-285-1131 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., Wednesday, November 16, 2016.

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.

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Curriculum Specialist Program Advisor Functional Job Description

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Position Summary

The ACE Program Advisor will function as the Curriculum Specialist Program Advisor. The Curriculum Specialist Program Advisor is assigned to the Division of Adult Education. The Program Advisor will serve two major functions: 1) as a master teacher and provide mentoring, coaching, and ongoing support to adult education instructors across the state, and 2) 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.

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.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, business administration, instructional design, curriculum specialist, linguistics, Teaching English to Speakers of Other Languages (TESOL), or a related field; plus four (4) years of experience in the field of education or a related field.

Four (4) years of successful teaching experience and or curriculum development, preferably in adult education. This professional must be familiar with Adult Education and College and Career Readiness Standards.

Desired Qualifications: A Master's degree preferred in education, business administration, instructional design, curriculum specialist, linguistics, TESOL, or in a related field. A minimum of two (2) years of professional experience in curriculum development is desired, using multi-media development applications. Strong analysis and information gathering skills is required. Experience in training, mentoring, and delivering professional development is essential. Experience is also needed to review, approve, manage, and oversee state and federal grants.

This Program Advisor requires knowledge of assessment, curriculum design, development, and instructional processes and strategies based on research in adult learning and development. Professional experience teaching or working with special populations such as English-as-a-Second Language (ESL) students, adult learners, and at-risk students is necessary. This position requires the ability to analyze data to prepare qualitative and quantitative reports.

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The Curriculum Specialist Program Advisor must demonstrate initiative as a self-starter, be analytically astute, exercise responsible judgment, and be highly motivated to competently achieve performance expectations, with minimal supervision. Critical thinking skills and a high level of integrity is essential to be successful as the Program Advisor. Strong writing, collaborative and verbal communication skills are essential.

Strong interpersonal skills and public presentation skills are required. Knowledge of and the effective application of grammar, punctuation, and syntax rules is required to achieve the writing standard. Public presentation experience is needed. Management and organizational skills, with attention to detail are required. Proficient application of Microsoft application is essential, particularly Microsoft Word, Excel, and Powerpoint.

Job Responsibilities and Expected Results

Oversee the development and evaluation of Adult Education curriculum and assessment including the implementation of course outlines, syllabi, and workplace readiness skills across the state.

Assess the effectiveness of curriculum developed and/or administered using existing reports.

Identify local professional development needs and plan, coordinate/conduct local professional development to ensure learner achievement.

Review and recommend curriculum, software and textbooks that are based on best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

Develop Adult Education goals, objectives, and curriculum guidelines, based on college and career readiness standards, in assigned areas and in accordance with grants as well as the related State and Federal accountability requirements and curriculum frameworks.

Assist with and/or direct specific Adult Education curriculum projects as assigned and in adherence to state regulations governing programs and grants for adults.

Coordinate, develop, and implement ongoing continuous professional development and technical assistance for adult education and literacy council administrators and other instructional personnel necessary to plan and improve educational programs.

Observe classroom instruction and provide feedback to instructional staff.

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

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.

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

Develop and recommend new and revised policies and procedures to respond to changes in the programs and service needs, objectives, and priorities and to improve the effectiveness of the operations.

Coordinate adult education programs and services with educational institutions, businesses, industries, and community and professional organizations to ensure adherence to administrative directives; and to maximize the integration and delivery of the programs and services.