

Arkansas Department of Career Education

Distance Learning Program Advisor Job Vacancy Announcement

Recruitment Period: Wednesday, September 7, 2016, through Monday, September 26, 2016

Position Number: 22080347

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 Distance Learning Program Advisor position that will be 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 Distance Learning Program Advisor functional job description for education and 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 Distance Learning 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., Monday, September 26, 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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Position Summary

The ACE Program Advisor will function as the Distance Learning Program Advisor. The Distance Learning Program Advisor is assigned to the Division of Adult Education. The Program Advisor will function as the coordinator of the state's distance learning programs. This Advisor will oversee the development and evaluation of Adult Education distance learning programs and will provide professional development training to teachers.

In addition, the Program Advisor will work with teachers and staffs to promote distance education, alternative distance learning methods, develop online courses and resources, review and approve Distance Learning curriculum, and provide faculty support services in the areas of instructional design/technology.

This professional will ensure that adult education programs and literacy councils are in compliance with federal and state guidelines, laws, and policies. In addition, the Distance Learning 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.

Education and Professional Work Experience

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

Four years of successful teaching experience in online teaching, preferably in adult education. The following professional experience is needed: familiarity with Adult Education and College and Career Readiness Standards; knowledge of assessment, curriculum design; development, and instructional processes and strategies based on research in adult learning and development.

Experience teaching or working with special populations such as English-as-a-Second Language students, adult learners, and at risk students required. This position requires the ability to analyze data to prepare qualitative and quantitative reports.

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A Master's degree in Information Technology, Instructional Design, Distance Education or related field is preferred, with one to two years of experience in Adult Education, Higher Education. An equivalent combination of education and experience as described will be considered.

At least two years of work experience to include instructional design, curriculum development, web development (including HTML coding, JAVA scripting, forms development, and multimedia production) and/or post-secondary teaching.

Additional professional experience includes: instructional materials adoption; assessment and reporting; and curriculum design as related to the use of technology. Other qualifications include training, mentoring, and delivering professional development. This position requires experience reviewing, approving, managing, and overseeing state and federal grants.

The Distance Learning 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. A high level of integrity is essential to be successful as the Program Advisor.

The candidate must effectively communicate orally and in writing, have strong interpersonal skills, and public presentation experience. Knowledge of and the effective application of grammar, punctuation, and syntax rules is required. Critical thinking, management, and organizational skills are required, with attention to detail. Proficiency in Microsoft Office products is required.

Job Responsibilities and Expected Results

Support instructional design for teachers through distance learning courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.

Direct teacher development activities in the design/production of learning materials in a variety of formats which would include print, graphics, audio, video, animation and multimedia to support teaching and learning.

Provide assistance to teachers in the selection of electronic delivery methods and effective uses of multimedia.

Manages the evaluation process of Distance Learning support services and operations.

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Design, develop, and deliver workshops and online training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.

Develop and provide technical resources to support outreach activities and distance learning courses, such as online course management systems and videoconferencing.

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

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.

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.

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.