

Arkansas Department of Career Education

Family and Consumer Sciences (FACS) Program Manager Job Vacancy Announcement

Recruitment Period: Tuesday, December 8, 2015, through Tuesday, December 29, 2015

Classification Title: ACE Program Coordinator Position Number: 22080361 Class Code: E061C

Entry Level Grade C123 Salary: \$43,217

The Arkansas Department of Career Education (ACE) is recruiting for an ACE Program Coordinator position that will function as the Family and Consumer Sciences (FACS) Program Manager. This position is assigned to the Family and Consumer Sciences Office, in the Division of Career and Technical Education. The position is located at Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Please read the FACS Program Manager functional job description for education and experience requirements, professional credentials, job responsibilities and expected results.

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 FACS Program Manager. 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., Tuesday, December 29, 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 Program Manager Functional Job Description

Position Number: 22080361

Classification Title: ACE Program Coordinator Class Code: E061C Grade: C123

Position Summary

The ACE Program Coordinator will function as the Family and Consumer Sciences (FACS) Program Manager, for the Family and Consumer Sciences Office, in the Division of Career and Technical Education. This position will provide the overall management of the Family and Consumer Sciences Office; provide technical assistance and support to school superintendents, principals, counselors, and teachers on issues related to Career and Technical Education (CTE).

The FACS Program Manager will work closely with Arkansas public schools and secondary career centers who are instructing any of the educational programs in the FACS. The Coordinator will provide technical assistance to school districts in regard to various FACS programs. This professional will work with business and industry partners to further CTE in Arkansas. Frequent in-state and some out-of-state travel will be required, as well as overnight travel.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in Family and Consumer Sciences or a field directly related to the assigned program area; plus six (6) years of professional experience in the field of education or a related field, including one year in a supervisory or leadership capacity. Related education areas for the FACS Program Manager are: Culinary Arts, Family Economics, and Human Development.

A valid (unexpired) Arkansas Teaching license is required for FACS Program Manager position. Professional work experience as a classroom teacher is required.

The FACS Program Manager must demonstrate initiative as a self-starter, be analytically astute, exercise good judgment, and be highly motivated to competently achieve performance expectations with minimal supervision. This position is expected to identify problems and recommend feasible, cost-effective solutions.

A high level of integrity is essential to be successful as the FACS Program Manager. The incumbent must effectively communicate orally and in writing which includes knowledge of grammar, syntax, punctuation, and spelling rules. Presentation experience and skills are needed. Management, employee supervision, and organizational skills are required, with attention to detail.

Arkansas Department of Career Education

Family and Consumer Sciences Program Manager Functional Job Description

Position Number: 22080361

Classification Title: ACE Program Coordinator Class Code: E061C Grade: C123

Job Responsibilities and Expected Results

Employee Supervision

Ensure each employee is treated with dignity and respect. Establish employee expectations and accountability for employee interaction and interpersonal communications.

Maintain a working knowledge of and effectively apply agency, state and federal policies, and established administrative practices to ensure consistency and compliance, to direct employees, and to make informed management decisions.

Comply with the protected health information (PHI) provisions of the Health Insurance Accountability Act (HIPAA) to protect the confidentiality and privacy of each employee.

Exercise responsible discretion and judgement to protect the confidentiality of agency, client, student, and employee information.

Establish and sustain a collaborative, results-focused learning work environment to encourage critical thinking, problem solving, innovation, and teamwork.

Comply with the provisions of [Executive Order 94-07](#), to complete all mandated and self-initiated education and professional development and management courses. Effectively apply lessons learned to achieve performance outcomes.

Develop and communicate goals and objectives for the division/department/section/unit to complement agency initiatives. Assess agency goals and objectives to align and integrate them with employee expectations.

Establish and periodically review a results-focused, results-driven functional job description for each position that is conducive to achieve current, specific performance outcomes or results.

Understand and follow the established Personnel Action Request Instructions to manage personnel actions for consistency and audit compliance purposes.

Strategically staff positions to achieve performance-based results, and for succession planning. Promptly initiate advertisement and recruitment for vacant positions in accord with staffing instructions.

Annually assess and establish performance standards for each position to evaluate qualitative/quantitative employee results, relative to the agency mission, the agency strategic plan, and division/department/section/unit goals and objectives.

Regularly engage in formal/informal feedback with employees to discuss challenges and solutions, recommendations, best practices, work quality, and results.

Arkansas Department of Career Education

Family and Consumer Sciences Program Manager Functional Job Description

Position Number: 22080361

Classification Title: ACE Program Coordinator Class Code: E061C Grade: C123

Identify specific performance deficiencies and guide the employee to develop a Performance Improvement Plan (PIP).

Schedule staff meetings to educate, inform, and to discuss concerns, issues, perspectives, and best practices.

Collaborate with employees regarding specific assignments, division/department/section/unit initiatives, program performance, and service delivery assessments. Encourage feasible, cost-effective improvement recommendations.

Encourage and support constructive, critical analysis of processes and systems to facilitate effective improvements.

Advise, contribute, and support a proactive staff development and education program to support the agency mission, and as a part of strategic and succession planning.

Promptly initiate a fact-based, fact-driven Administrative Review to collect and assess information regarding an alleged conduct, policy, or procedure infraction(s) or violation(s). Promptly initiate corrective action for substantiated findings.

Develop instructor training as it relates to CTE Frameworks, curriculum alignment and other program specific related projects.

Coordinate and conduct professional development events for CTE teachers.

Coordinate and conduct, as team leader, on-site visits to access programs for compliance with state and federal laws and agency policies and procedures.

Develop and update courses, frameworks, competence testing and policies and procedures.

Evaluate and approve, conditionally approve, or disapprove existing programs of study annually.

Evaluate and approve or disapprove new or expanded program proposals upon recommendation of FACS Program Advisors.

Provide technical assistance regarding curriculum, funding, training, Career and Technical Student Organizations (CTSO) and state and federal guidelines.

Plan/Organize and/or present in-service trainings, technology, new courses, CTSO and changes in rules and regulations; develops Perkins improvement activities to include training, technology, etc.

Arkansas Department of Career Education

Family and Consumer Sciences Program Manager Functional Job Description

Position Number: 22080361

Classification Title: ACE Program Coordinator Class Code: E061C Grade: C123

Maintain a working knowledge of and interpret applicable federal, state, agency, and program-specific policies, procedures, regulations, professional standards, and administrative practices for monitoring and audit compliance and data reporting purposes.

Protect the confidentiality of client, student, and employee data and information obtained for reporting purposes.