

Arkansas Department of Career Education

Science, Technology, Engineering, and Math Education Program Manager Job Vacancy Announcement

Recruitment Period: Monday, November 7, 2016, through Monday, November 28, 2016

Position Number: 22080265

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

Entry Level Grade C122 Salary: \$43,217
(twelve (12) month annual salary)

The Arkansas Department of Career Education is recruiting for a Science, Technology, Engineering, and Math (STEM) Education Program Manager position that is assigned to the Division of Career and Technical Education. The work location for this position is Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Please read the attached STEM Education Program Manager functional job description for education, professional work experience, licensure requirements, job responsibilities and expected results, competencies, and skill sets that are specified for this manager.

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 STEM Education Program Manager 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, November 28, 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 Coordinator will function as the Science, Technology, Engineering, and Math (STEM) Education Program Manager. This position manages the Office of STEM Education, in the Division of Career and Technical Education. This Employee Supervisor will provide overall management, technical assistance, and support to school superintendents, principals, counselors, and teachers on issues related to School Improvement and Career and Technical Education.

The STEM Education Program Manager will work closely with Arkansas public schools and secondary career centers who are instructing the educational programs in STEM related areas. The Program Manager will facilitate collaborative efforts of these groups in the most efficient and effective manner possible. This manager will provide technical assistance to school districts in regard to various STEM programs. This professional will work with business and industry partners to further career and technical education in Arkansas.

The STEM Education Program Manager will work closely with agency personnel, Arkansas public school, secondary center personnel, and industry leaders to develop School Improvement course standards and frameworks based on rigorous academic and industry expectations.

Frequent in-state and some out-of-state travel will be required. Overnight travel throughout the year is necessary to provide teacher training, technical assistance, program evaluation, and to attend student competitions, state, and national conferences.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, science, technology, engineering, math, or communications; plus six years of experience in the field of education, including one year in a supervisory or leadership capacity.

A valid (unexpired) teaching license, and professional work experience as a classroom teacher, are required for this STEM Education Program Manager position.

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The STEM Education Program Manager 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.

Critical thinking skills and a high level of integrity are essential to be successful as the Program Manager. This professional must effectively communicate orally and in writing. Knowledge of and the effective application of grammar, punctuation, and syntax rules are required. Public presentation experience is greatly needed.

Management and organizational skills are essential with attention to detail. Proficient application of Microsoft Office products is required, especially Microsoft Word, Excel, and PowerPoint. Knowledge and understanding the use of labor market information is very important. Comprehension of the industry assessments and certifications as well as occupational and technical skills is required.

Job Responsibilities and Expected Results

Employee Supervision

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

Conduct and periodically update employee orientation to instruct and to inform new employees regarding: division/department/section/unit operations; approval protocols; current goals and objectives; program/services rules and regulations; expected employee contributions and team participation; and office decorum and etiquette.

Maintain a working knowledge of state absence and attendance policies to verify that bi-weekly timesheets and leave requests are accurate and complete prior to approval.

Adhere to and consistently comply with agency and state payroll processing deadlines to ensure that employees are paid accurately and timely.

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

Learn and maintain a factual, working knowledge of state and federal policies and procedures, rules and regulations, and established agency administrative practices to instruct employees, audit compliance, and consistency purposes.

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Collaboratively critique agency and specific division/department/section/unit goals and objectives to align and complement employee expectations and results.

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

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

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

Regularly engage in formal/informal communication with employees during the rating period to discuss challenges and solutions, work quality, and results.

Provide direction and guidance for the employee to develop a Performance Improvement Plan (PIP) to correct performance deficiencies.

Conduct regular staff meetings to inform, instruct, and to discuss concerns, issues, perspectives, solutions, and to share best practices.

Collaborate with employees regarding specific assignments, division/department/section/unit initiatives, and programs and services effectiveness. Encourage feasible, cost-effective improvement recommendations.

Encourage and support constructive, critical analysis of processes and systems to facilitate feasible, cost-effective improvement recommendations.

Establish, implement, and maintain a proactive department/section/unit staff education and development plan for strategic and succession planning, and cross-training purposes.

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.

Collaborate with education, government, and employment professionals to share and receive updated information regarding new initiatives, issues, or to resolve problems.

Assist with the organization and management of career pathway advisory councils for educators, business, and industry stakeholders.

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Exercise responsible discretion to provide accurate and current information to public schools and other outside entities.

Research and verify information to provide reliable assistance to public school administrators and educator, agency staff, and other entities as directed.

Identify and critique potential problems and recommend cost-effective, feasible solutions that are conducive to achieve desired outcomes.

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

Provide technical assistance for CTE and Perkins coordinators, school administrators and instructors by interpreting regulations, answering questions, resolving problems as needed.

Review state and federal grant applications for program and project approval.

Supervise technical assistance visits for program effectiveness through on-site visits, program reviews, and desk audits to ensure program compliance.

Review teacher licensure applications for qualifications to meet state requirements.

Assist with and promote career and technical education programs and professional organizations. (e.g. Technology Student Association [TSA] and SkillsUSA)

Assist with the development of competency frameworks and assessments by reviewing national career pathway standards, collaborating with postsecondary educators and employers within targeted pathways.

Provide and/or conduct professional development training for instructors in program areas.

Serve as the state advisor for TSA, overseeing the management of the advisors in charge.

Organize and conduct career pathway development workshops setting the standards for student outcomes for STEM programs leading to college and career readiness.

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Perform other duties as assigned as new state and federal policies or initiatives are mandated.