

Arkansas Department of Career Education

Skilled and Technical Sciences Program Advisor Job Vacancy Announcement

Recruitment Period: Tuesday, October 18, 2016, through Friday, November 4, 2016

Position Number: 22080339

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 Skilled and Technical Sciences Program Advisor 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 Skilled and Technical Sciences 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 Skilled and Technical Sciences 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., Friday, November 4, 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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Skills and Technical Sciences Program Advisor Functional Job Description

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Position Summary

The ACE Program Advisor will function as a Skilled and Technical Sciences Program Advisor, for the Skilled and Technical Sciences, in the Division of Career and Technical Education under the direction of the Skilled and Technical Sciences Coordinator. This Advisor will work with: program advisors in the area of Skilled and Technical Sciences, as well as other departments in the agency, particularly with relation to technical assistance to schools; school administrators, CTE coordinators, and teachers in developing, implementing and maintaining courses in Skilled and Technical Sciences pathways and programs of study; and business and industry partners as a part of the advisory councils to develop industry-relevant Skilled and Technical programs.

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, which will be extensive during peak work periods.

It is not uncommon for the Skilled and Technical Sciences Program Advisor to be on official agency business travel from three (3) to four (4) nights per week for several weeks.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, business administration, or a field directly related to the assigned program area; plus four years of experience in the field of education or a related field. Related education areas for the Skilled and Technical Sciences Program Advisor are: Automotive Services, Welding, Construction, Criminal Justice, Health Professions, Arts A/V, JROTC, and Manufacturing. A background in health professions is preferred.

A valid (unexpired) teaching license or a technical permit in a program area as well as professional work experience as a classroom teacher are required for this Skilled and Technical Sciences Program Advisor. Extensive knowledge of Skilled and Technical Sciences is required.

The Skilled and Technical Sciences Program Advisor must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, perform detailed tasks, and be highly motivated to competently achieve performance expectations with minimal supervision.

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Critical thinking skills and a high level of integrity are essential to be successful as the Program Advisor. Strong writing and verbal communication skills, collaboration, and presentation skills, including the ability to write educational standards and objectives, and other related documents are required. Knowledge of and effective application of grammar, punctuation, and syntax rules is required to achieve the required writing standard.

Management and organizational skills are required, with attention to detail. Proficient application of Microsoft Office products is required, especially Microsoft Word, Excel, and PowerPoint.

Job Responsibilities and Expected Results

Assist the Skilled and Technical Sciences Program Coordinator and advisors in the development and/or revision of Skilled and Technical Sciences course frameworks.

Assist in developing and revising state standards that include industry and national standards and address all levels of learning; develop appropriate assessments.

Review new program start-up applications and Perkins improvement activities.

Conduct technical assistance visits at schools offering Skilled and Technical Sciences programs.

Maintain reports and records submitted by teachers; assist in coordinating and conducting professional development events for CTE teachers.

Review Skilled and Technical Sciences curriculum to identify intra- and cross-curricular duplications and alignments.

Assist teachers with using the Arkansas Department of Career Education website, particularly as it relates to Perkins information, curriculum frameworks, and other areas as necessary.

Provide direct and/or indirect support for HOSA–Future Health Professionals and SkillsUSA student organizations as assigned.

Develop and present professional development sessions for teachers of Skilled and Technical Sciences and related programs.

Assist teachers, administrators, and CTE coordinators with enrollment and training for specialized courses, programs, and professional development opportunities.

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

Review and score grant application submissions for new and expanded programs, conducting site visits as necessary; process grant reimbursement documents.

Maintain and analyze annual reports submitted by teachers.

Participate professionally in meetings and committees, adhering to agency standards set forth in the Communication Requirements and Conduct Expectations.

Assist in evaluating vendors, speakers, etc. for participation in conferences and professional development activities.

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