



Arkansas Department of Education

Division of Career and Technical Education

Preparing Students for Future College and Career Success

Requisition ID – 22304

ACE PROGRAM COORDINATOR

Date: August 29, 2022

Position Number: 2208-0356

County: Pulaski

Posting End Date: December 2, 2022

Business and Marketing Technology

Join the Arkansas Department of Education where each student is recognized as an individual. Through a cultivation of world-class educators, partnering with communities, and an influx of social supports, the Arkansas Department of Education provides multi-level supports that help ensure students will receive a personalized education and develop a life-long love of learning.

Special Application Information:

Incomplete applications will not be considered. List current/most recent job first. Account for all time periods including unemployment, self-employment, and military service. A resume may be attached to your required online application form; however, it may not be used as a substitute for completing any part of our application package. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD).

Duties:

The Division of Career and Technical Education (DCTE) Program Coordinator will serve as a regional specialist in an assigned education cooperative and will work in tandem with the Career and Technical Education (CTE) coordinators from the education cooperatives and any single Local Education Agency (LEA) to develop and maintain robust CTE programming for students.

Goals:

- Develop relationships with CTE coordinators in the assigned area to serve as the liaison between the CTE coordinator and DCTE.
- Work with local and regional workforce boards that serve the assigned education cooperative areas to meet local workforce needs with CTE programs.
- Work with Secondary Career Centers in the education cooperative areas to align programs and ensure duplicative programs are not being implemented.
- Responsible for completing district program approvals in the cooperative area.
- Take an active role in the development of each Comprehensive Local Needs Assessment in the assigned cooperative area.
- Ensure CTE coordinators are engaging with and supporting their local Career Coach programs; be aware of the benefits of the Arkansas Career Coach program and promote utilization by non-participating school districts.

Expectations:

Participate in weekly Zoom meetings with all CTE coordinators in the service area. Participate in monthly in-person visits to service area schools or cooperatives; engage in CTE/Career and Technical Student Organization events in the cooperative service area; present at least once a semester to CTE educators in the service area on CTE professional development determined by DCTE, and develop a regional business and industry database of contacts.

To apply for this position click open the link: [ACE Program Coordinator](#)

or visit the ARCareers website at: <https://arcareers.arkansas.gov/>