



Carl Perkins Coordinator

(Grant-Funded)

(Anticipated Opening)

This is a full-time, grant-funded 12 month position that includes days and some evening hours at Arkansas Northeastern College (ANC and other county service locations including, but not limited to Blytheville, Osceola, and Leachville. **The ideal candidate is comfortable working with college community stakeholders including students, public schools and business/industry, managing processes and projects to impact student success, is motivated to use and create organizational systems to manage workflow, align resources, and comply with state/federal regulations, is a clear and thorough communicator, and possesses an acute attention to detail in all arenas.**

The coordinator will manage all aspects of the Carl Perkins grant including financial, annual planning, and implementation of Career & Technical Education improvement strategies. This position will be responsible for all summative and formative data retrieval and analysis required to support ongoing grant activities and reporting requirements. The position will also formulate all quarterly, annual ad hoc federal and state reports; and be responsible for the timely submission of all information in support of the Carl Perkins grant. Responsibilities and activities for this grant are determined on an annual basis and are dependent upon both continued funding levels and stakeholder input regarding needs identified in the local assessment.

OVERVIEW:

Position will be supervised by the Vice President for College Readiness.

- This position will assist in achieving program goals and measurable objectives in support of grant guidelines and the College's mission and purposes, strategic goals and vision statements.
- This position will have a lead role in developing opportunities to create seamless connections among secondary, postsecondary, business/industry and communities, in order to establish and maintain the robust Career and Technical Education pipeline needed to drive the local economy.
- This position will lead the effort to perform a comprehensive local needs assessment related to career and technical education for the county, and will work with an institutional leadership team to develop ANC's four year local plan/application which shall contain the following elements:

-Results of the local needs assessment

-Detail ANC's career and technical education course offerings

-Detail how ANC will partner to collaborate with other local workforce agencies to provide career exploration/development/guidance/employment activities and opportunities

- Detail how ANC will strengthen academic and CTE components of programs through integration of coherent/rigors content aligned with both challenging and relevant standards
- Detail how ANC will focus on preparing special populations for high-skill, high-wage, or in-demand industry sectors, prepare CTE participants for non-traditional fields, provide equal access to CTE programs, and ensure non-discrimination on basis of special population status
- Detail ANC's work based learning opportunities for CTE students and how they will be expanded
- Detail how ANC will provide high school CTE students opportunities to gain postsecondary credit
- Detail how ANC will coordinate with others agencies to support recruitment, preparation, retention and training of qualified CTE faculty and staff; and
- Detail how ANC will address disparities or gaps in performance on state determined indicators

SKILLS AND EXPERIENCE:

Required Qualifications

- Bachelor's degree in Education or related field with 5 years of work experience
- Data management/database experience
- Proficiency in Microsoft Excel and Microsoft Office Suite
- Exceptional writing, editing, communication and presentation skills
- High-level organizational skills with strict attention to detail

Preferred Qualification

- Master's Degree in Education or related field
- Experience in grant writing
- Experienced teacher in public school or community college
- Demonstrated networking skills to ensure access to resources in the broader community

SALARY:

Salary is determined by education and experience as defined on the Salary Placement schedule. A generous fringe benefits package is included.

APPLICATION DEADLINE:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:

Interested candidates should submit a completed application (available at www.anc.edu/jobs) to anc-hr@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire. For more information, contact (870)762-3121.

DATE OF ANNOUNCEMENT:

May 6, 2019

ANC is an affirmative action, equal opportunity employer