



## Carl Perkins Specialist (Grant-Funded)

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 specialist 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 Dean for Allied Technologies.

- 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 help support ANC's four year local plan/application, which has identified the following strategies for increasing student recruitment, retention and completion:
  - Early Intervention – this position will focus on recruitment efforts with secondary public school partners to provide early exposure to CTE career opportunities for both students and their parents through career exploration, hands-on learning activities, classroom presentations, work-based learning experiences, college and career planning, and early college access to concurrent programs of study.
  - Support Services – this position will facilitate development of new strategies to support student completion. This will include design of new processes to prevent the withdrawal of students, especially non-traditional participants. The position will collaborate with ANC's student support staff and CTE faculty to facilitate implementation of best practices, including case management approaches that will utilize individualized coaching, expanded emphasis on social and emotional learning, and integration of career readiness competencies across all courses.

- Role Models/Mentoring – this position will facilitate the development of strategies to create an intentional system for mentoring CTE students, and for establishing efforts to engage and highlight role models who can provide greater exposure to success in CTE career fields, especially non-traditional examples.
- Instructional & Program Quality – this position will facilitate professional development for ANC faculty/staff to expand their knowledge base, to lead an annual review of CTE performance data by program, to identify possible root causes that could be impacting student access and success, and to develop strategic plans that will impact participation, success and equity.
- This position will be responsible for coordinating with other agencies to support student recruitment, preparation, retention and training of qualified CTE faculty and staff.
- This position will ensure ongoing progress, and will manage the system for addressing disparities or gaps in ANC's student performance based 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](http://www.anc.edu/jobs)) to [thampton@smail.anc.edu](mailto:thampton@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: 8-3-2020**

*ANC is an affirmative action, equal opportunity employer*