

Job Announcement: Business, Finance and Marketing Program Specialist – Office of Career-Technical Education

Join the Ohio Department of Education to create career pathways that generate an Ohio workforce responsive to current and emerging employer demands positioning the state as a leader in workforce quality and availability. We are looking for talented individuals with proven expertise in business, finance and marketing career fields.

Major Responsibilities & Duties:

Acts on behalf of the Ohio Department of Education (ODE) Office of Career-Technical Education (CTE) to provide guidance, coordination, and support to stakeholders for the implementation of business, finance and marketing career fields career technical education programs according to section 124 of the Federal Perkins Act which includes but is not limited to the following tasks:

- Participates in business, finance and marketing career fields CTE content standards development including the alignment of academic and technical content standards;
- Assists in the development of business, finance and marketing career fields CTE technical assessments and additional measures of student performance (e.g., portfolios, industry certification and licensure, capstone courses);
- Coordinates development of pathways curriculum materials that align with technical content standards;
- Assists with the implementation of technical content standards through technical assistance to local school districts, Regional Professional Development Centers (RPDCs), and Education Service Centers (ESCs);
- Recommends best practices for instruction aligned with technical content standards;
- Serves as business, finance and marketing career fields technical content standards expert for internal and external initiatives;
- Assists in establishing partnership linkages with business/industries/professions and key organizations (e.g., employers, post-secondary institutions, professional associations, external agencies and internal ODE units) that support and assist with maintenance of program quality;
- Provides professional development to support business, finance and marketing career fields teacher networks, administrators, superintendents and university personnel;
- Researches exemplary models and best practices that enhance CTE programming;
- Assists with the implementation of programs and activities associated with career-technical student organizations.

Participates in cross-office projects or initiatives as assigned:

- Represents agency at national, state, and regional events relative to technical content standards, curriculum materials, program design, and instructional practices: (e.g., writes reports; recommends policy; prepares and delivers speeches before professional groups and general public; collaborates with other ODE colleagues and business/industry/education stakeholders; provide support for other career technical career fields; maintains relationships with related business and industry groups, professional associations, educational institutions, and government agencies).

Acts on behalf of the Ohio Department of Education (ODE) Office of Career-Technical Education (CTE) for the administration of career technical education programs according to state and federal laws:

- Implements the state Perkins plan;
- Reviews and approves local Perkins plans;
- Monitors and evaluates program effectiveness;
- Assures compliance with applicable Federal and State laws;
- Provides technical assistance;
- Uses state and federal guidelines to approve new program applications and improve existing programs;
- Supports and develops State data systems relevant to the provision of the Perkins Act;
- Researches exemplary models and best practices that enhance CTE programming;

- Assists with the implementation of programs and activities associated with career-technical student organizations.

Minimum Qualifications:

Completion of a graduate core program in a specific or related content area, educational program or service [i.e., education (e.g., career tech, education administration, workforce development, evaluation, curriculum & instruction, assessment & evaluation, educational guidance & counseling, higher education); business administration; marketing; finance; social sciences; public administration; juris doctorate; public policy]; **and 3 years' experience in any combination of the following:**

- Career-Technical Education program and/or Career-Technical Education administration experience in business, finance and marketing education.
- Related industry field experience which must include business, finance and marketing experience.

OR Completion of an undergraduate core program in a specific or related content area, educational program or service [i.e., education (e.g., career tech, education administration, workforce development, evaluation, curriculum & instruction, assessment & evaluation, educational guidance & counseling, higher education); business administration; marketing; finance; social sciences; public administration; public policy]; **and 4 years' experience in any combination of the following:**

- Career-Technical Education program and/or Career-Technical Education administration experience in business, finance and marketing education.
- Related industry field experience which must include business, finance and marketing experience.

OR 6 years' experience in any combination of the following:

- Career-Technical Education program and/or Career-Technical Education administration experience in business, finance and marketing education.
- Related industry field experience which must include business, finance and marketing experience.

Additional Information:

- Requires travel throughout State of Ohio & may require overnight stay. (Must be willing & able to secure a valid driver's license OR supply your own transportation).
- Compensation for this position is \$26.30 hourly/\$54,704 annually with the opportunity to advance in pay after 6 months.

All qualified candidates should apply at www.careers.ohio.gov no later than **February 7, 2018**.

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.