

Subj: **NVC 080211 Job Opportunity--Nevada**
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 NAEPDC
 News, Views, and Clues
 August 2, 2011

Job Opportunity--Nevada

<https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=14603>

The Position

Education Programs Professionals assist and foster the growth of K-12, postsecondary, and related education programs throughout Nevada by providing technical assistance, training, and oversight. Under the leadership of the Director of the Office of Career, Technical and Adult Education (OCTAE) and the State Coordinator for Adult Education, this position is responsible for providing leadership, technical assistance and quality improvement for programs and projects assigned to the Adult Education Office, with a special emphasis on Adult High School (AHS) programs in the State of Nevada. Position responsibilities include: processing local applications; providing ongoing technical assistance to AHS program coordinators and administrators, including site visits, as needed, to ensure compliance and continuous improvement; conducting annual monitoring to verify compliance with state policies, regulations and laws; developing and implementing system changes to ensure continuous improvement in AHS education programs; preparation of annual reports to document data and performance; and administration of state funding. The Education Programs Professional will be responsible for oversight and management of Corrections Education and Alternative Education programs throughout the State. Position responsibilities will also include assignments to support the development and administration of Adult Basic Education programs and GED testing, to include grants management. Special attention will be directed to expand the reporting and accountability for adult learners across the state. To see full Class Specifications visit: <http://dop.nv.gov/schematic5.htm>

To Qualify

Education and Experience

1)An earned Doctoral degree from an accredited college or university in business, economics, education, English, math, nutrition, psychology, science, sociology, statistics, or related field and one year of professional experience in an educational program area related to the position; OR Master's degree from an accredited college or university in business, economics, education, English, math, nutrition, psychology, science, sociology, statistics, or related field and two years of professional experience in an educational program area related to the position.

Special Notes

1)Due to budgetary constraints, travel expenses to the interview are not reimbursable.

Special Requirements

- 1)Possession of a conditional license to teach in Nevada is required at the time of appointment and as a condition of continuing employment.
- 2)Some positions require statewide travel.
- 3)A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for these items.
- 4)College transcripts must be submitted with the employment application.

Examination

Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

Direct Inquiries or Correspondence to:
 Nevada State Department of Personnel
 Northern Nevada
 209 East Musser Street,
 Room 101
 Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868 Nevada State Department of Personnel
Southern Nevada
555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

Sincerely,

Brad
Brad Deeds
Nevada Department of Education
775.687.7289 | bdeeds@doe.nv.gov

All NAEPDC News, Views, and Clues are archived at:
http://naepdc.org/news_views_clues/nvc_home.html

Keep up the good work. Let me know when we can help.

NAEPDC
A Natural Resource For Adult Education State Directors and their Staff Members
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