FUNCTIONAL STATEMENT

Office of the State Director for Vocational Education

The Office of the State Director for Vocational Education shall provide leadership, direction, and coordination for all vocational education in the State and cooperate with other institutions or agencies engaged in vocational education. Some of the specific duties are:

1. Prepare and revise as necessary the State Plan for Vocational Education.

2. Direct and evaluate programs in accordance with the provisions of the approved State Plan, including the preparation of the Annual Accountability Report.

3. Oversee the allocations of federal funds to various State agencies and prepare and submit budgets and reports to State and Federal authorities for the continuance, promotion, and advancement of vocational education programs.

4. Establish objectives and priorities consistent with State Board policies.

5. Make recommendations and assist in the development of policies and procedures for the Administration of vocational education in the State.

6. Plan, develop, and administer statewide vocational education research and projects which relate to vocational education in the State.

7. Provide direction and coordination of statewide personnel development activities in vocational education.

8. Coordinate the collection of local vocational education data.

9. Promote and ensure civil rights compliance and sex equity activities with regard to federal and state requirements.

10. Provide career/vocational education resources and services to vocational educators in the State.

11. Coordinate and submit project proposals to obtain additional federal funds for specific purposes.

12. Assist in the improvement of articulation between high schools and community colleges and between community colleges and four-year institutions.

13. Administer the State Motor Vehicle Mechanics Certification Program including the development and revisions of the written and practical certification examinations in the ten areas of specialization.