OFFICE OF THE DIRECTOR

Plans, organizes, controls, and evaluates the instructional, student support services, academic support, and institutional support programs in accordance with established policies.

- Develops short and long term goals and objectives for the improvement and growth of the program.
- Develops budgets to implement the planned services and activities.
- Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- Assures delivery of quality training and instructional programs which respond to the needs of the community.
- Develops and insures policies governing the activities of the organization.
- Provides EEO/AA services and activities which include development of the Employment Training Center Affirmative Action Plan; investigating grievances; and ensuring compliance with equal employment opportunity and affirmative action laws, rules and regulations.

OFFICE OF THE ASSISTANT STATE DIRECTOR

Assists the State Director in the administration of the instructional and training programs, and coordinates the academic support services and student support services.

- Plans, organizes, directs and evaluates all instructional and training programs.
- Plans and conducts staff development and faculty evaluation activities.
- Assures instructional vitality and provide an environment that leads to quality teaching and effective student learning.
- Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, and develops new proposals to respond to the community needs.
STUDENT SERVICES

Provides for the planning, developing, conducting and evaluating of support activities concerning students.

- Provides program and course information to cooperating agencies and prospective students.
- Provides orientation to incoming students.
- Conducts admission procedures and provides registration information.
- Provides academic, occupational, and personal assessment activities.
- Plans and provides student advocacy activities.
- Plans and provides testing services.
- Maintains student records and reports.
- Conducts follow up studies of student placement.
- Establishes and maintains effective relationships with participating and cooperating schools and agencies.
- Prepares student reports that are requested by participating agencies and organizations.

INSTRUCTIONAL SERVICES

Provides for the planning, organizing, developing, delivering and evaluating of instructional programs, services and activities.

- Conducts individualized learning activities utilizing state-of-the-art techniques and technology information.
- Counsels and guides trainees in attaining their educational goals.
- Evaluates student progress and maintains records.
- Requests, installs, uses, and maintains instructional materials, supplies and equipment in enhancing trainee learning.
- Participates in professional development activities.
- Maintains a teaching-learning environment that promotes a desirable trainee-instructor relationship and ensures maximum learning.
ADMINISTRATIVE SERVICES

Provides for the planning, organizing, and directing of all administrative support services required by the program. These services include the following:

Program Planning

- Develops the program budget for the organization

Business Affairs

- Administers and executes the organization’s fiscal operations, including budget maintenance, accounting, disbursing, contracts and grants management, procurement, payroll, etc.

Personnel

- Administers and executes the organization’s personnel functions, including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations and existing collective bargaining contracts.

Operations and Maintenance

- Provides clearing and maintenance support for the assigned grounds and the organization’s buildings.

Security

- Provides adequate security to ensure the safety of the facility users and the assets of the State.

Physical Plant and Equipment

- Plans, locates and contracts for adequate facilities to conduct job training programs and off-campus training.
- Supervises property and inventory activities and maintains inventory records.