STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF STATE DIRECTOR FOR
CAREER AND TECHNICAL EDUCATION

FUNCTIONAL STATEMENT

CAREER AND TECHNICAL EDUCATION
COORDINATING ADVISORY COUNCIL

Makes recommendations to the State Board for Career and Technical Education, and assists in the development of policies and procedures for the administration of career and technical education in the State.

OFFICE OF THE STATE DIRECTOR FOR CAREER AND TECHNICAL EDUCATION

Provides leadership, direction, and coordination for all career and technical education in the State and cooperates with other institutions or agencies engaged in career and technical education.

- Prepares and revises as necessary the State Plan for Vocational Education.
- Establishes objectives and priorities consistent with the State Board policies.
- Oversees the allocations of Federal funds to various State agencies and prepares and submits budgets and reports to State and Federal authorities for the continuance, promotion, and advancement of career and technical education programs.
- Assists in the improvement of articulation among operating agencies and various stakeholders.
- Administers the accountability of core indicators and measures of performance.
- Plans, develops, and administers statewide career and technical education research projects which relate to career and technical education in the State.

Secretarial Services

- Provides the clerical support and assistance to the Office.

Planning and Evaluation

- Coordinates the evaluation of career and technical education programs in accordance with the provisions of the approved State Plan, including the preparation of the Annual Performance Report.
- Coordinates the linkage of existing data base system to support State accountability indicators.
- Assists in the creation of a State data collection system as it pertains to career and technical education student data.
Special Services

- Coordinates programs, activities, and services relating to special populations and nontraditional employment and training.

- Assists in the promotion of programs, activities, and services relating to equity in education.

Management Information and Civil Rights

- Promotes and ensures civil rights compliance with regard to federal and State requirements.

External Affairs

- Coordinates the planning, development, and logistics of statewide workshops/conferences/meetings designed to improve career and technical education programs.

- Seeks and writes grants to obtain external funding to support career and technical education program improvement.

- Handles public relations matters pertaining to the Office and delivery of career and technical education programs, activities, and services.

- Researches, investigates, and disseminates information about career and technical education to various constituencies at the local, state, and national levels.

Tech Prep Education

- Coordinates the articulation of programs, services, and activities between secondary and postsecondary education.

Media Support

- Assists in the design and development of various publications needed to support the Office.

Fiscal Services

- Provides the budgetary and fiscal support to the Office and reports financial statements to appropriate federal, University, and State entities.

- Assists in management of human resource policies and procedures.
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.

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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.

Approved by: [Signature]

Title: Director, Office of the State Director for Vocational Education

Date: October 16, 1987

SUPERSEDED
Date JUL 5, 2000