

State of Hawai'i
University of Hawai'i
Community Colleges
Employment Training Center

Functional Statements

The Employment Training Center (ETC) provides basic skills and vocational instruction to Hawai'i's "at-risk" populations (i.e., disabled persons, limited English speakers, academically and/or economically disadvantaged groups, etc.). Serving as a "transition center", ETC's non-credit programs help completers to advance to further education, or to find employment.

OFFICE OF THE STATE DIRECTOR

Directs, manages, plans, and evaluates instructional programs, student support services, and academic support programs in accordance with established policies.

Governance

- Develops short and long term goals and objectives for the improvement and growth of the program.
- Develops institutional and program budgets to implement the planned services and activities.
- Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- Develops policies governing the activities of the organization.
- Enforces organizational, community college, and university system policies and regulations.

Personnel Management

- Provides EEO/AA services and activities which include developing the Employment Training Center Affirmative Action Plan, investigating grievances, and ensuring compliance with equal opportunity and affirmative action laws, rules, and regulations.
- Plans and conducts faculty evaluation and staff development activities.
- Recruits and hires qualified faculty and staff to support program activities.

Program Management

- Directs, manages, plans, and evaluates all instructional and student services programs.
- Assures instructional vitality and provides an environment that leads to quality teaching and effective student learning.
- Assures delivery of quality training and instructional programs which respond to the workforce and educational needs of the community.
- Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, develops new proposals to respond to community needs, and acts as principal investigator on college grants.

Plant Management

- Plans, locates and contracts for adequate facilities to conduct training programs.
- Coordinates facilities use and maintenance at multiple program sites.
- Plans, contracts, and oversees facilities repair and renovation.

Administrative Services

The Honolulu Community College's Office of the Director of Administrative Services will provide administrative support services required by ETC. The State Director and Assistant State Director will maintain fiscal and personnel authority, and will control program budgets and program hiring. The Director of Administrative Services at Honolulu CC will act as an advisor to ETC's administration for program budgeting, resource development, and facilities planning. ETC will provide for on-site preparation and processing of documents and liaison services required in support of the full range of administrative services provided by Honolulu CC.

- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will administer and execute fiscal operations, including budget maintenance, accounting, disbursing, contract and grants fiscal management, procurement, payment, etc.
- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will administer and execute personnel functions, including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations, and collective bargaining agreements.
- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will supervise property and inventory activities and maintain inventory records.
- With the arrangement of ETC programs being delivered on the individual community college campuses, each host campus will provide for basic cleaning and maintenance of grounds and buildings. Host campuses will also provide security to ensure the safety of the facility users and the assets of the State.

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.
- Maintains student records and reports.
- Provides support activities for student occupational or educational placement, conducts follow up studies, and prepares reports.
- 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.
- 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 for enhancement of trainee learning.
- Participates in professional development activities.
- Maintains a teaching - learning environment that promotes a desirable trainee - instructor relationship and ensures maximum learning.