

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.

Administrative Assistant to the State Director

- Develops, plans, and coordinates meetings.
- Assists with personnel functions such as recruitment, classification, personnel transactions, leave records, and employee benefits.
- Serves as liaison between director and staff.
- Reviews and writes matters of administrative detail and disposes of any such matters for the director.
- Coordinates various administrative matters involving units in the department as well as those involving other departments, agencies, or groups.
- Analyzes problems, applies appropriate guides and standards, conducts fact-finding, draws sound conclusions and prepares written reports of findings and recommendations.

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 systems 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.

### Communications, Outreach, and Marketing

- Coordinates programs, activities, and services relating to special populations and nontraditional employment and training.
- Coordinates statewide career and technical education marketing efforts.
- Coordinates communications efforts pertaining to the Office and delivery of career and technical education programs, activities, and services.

### 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.
- 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.