

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.

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.

ADMIN and FISCAL SUPPORT

Reviews, writes, coordinates, and attends to matters of administrative detail and disposes of any such matters for the Director of Career and Technical Education (CTE).

Develops, plans, and coordinates meetings and schedules, and

documents meeting minutes.

Serves as office manager and oversees and organizes the facility, supplies, equipment, student assistants, and files and record keeping systems.

Manages CTE publications inventory and order fulfillment.

Assists the Fiscal Specialist in preparing and processing procurement, fiscal and travel documents in on-line electronic systems in accordance with established policies and procedures.

### DUAL CREDIT COORDINATOR

Coordinates the implementation of all CTE dual credit initiatives statewide.

Coordinates the evaluation of CTE dual credit programs and prepares reports as necessary.

Analyzes and makes recommendations for strengthening CTE dual credit programs.

### SCHOOL COMMUNITY COORDINATOR

Coordinates the development and maintenance of an interactive web tool that aligns the high school diploma requirements with the UHCC CTE certificates and degrees.

Coordinates with the DOE team on their initiatives to increase school community connections with employers.

### COMMUNICATIONS, OUTREACH, & 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.
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### CTE CIVIL RIGHTS

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

Administers the Methods of Administration of Civil Rights Compliance in CTE as described in the Federal Regulations.

Prepares complete, technically correct reports for the state report to OCTAE and for the annual report of compliance activities and findings for audit purposes and/or submission to the US Department of

Education, Office of Civil Rights.

### 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.

### MEDIA SUPPORT

Designs and prepares reports, brochures, programs, publications, etc. for printing with in-house or with external vendors for various target audiences including educational institutions, government agencies and the public.

Provides advanced professional work in the design, development, operation and maintenance of departmental and state-wide, on-line media for CTE.

Serves as liaison to staff, institutions, and other agencies with media needs.

Develops and maintains a balanced comprehensive collection of print media, non-print media, and technology to support CTE Staff, Vendors, DOE and CC's.