

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

FUNCTIONAL STATEMENT. Revised July 16, 2019

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.

WORK-BASED LEARNING COORDINATOR

Leads efforts related to K-16 work-based learning opportunities and workplace training, including working with organizations to coordinate work-based learning experiences.

- Works collaboratively with administrators at the University of Hawaii, the Hawaii State Department of Education,
- other state/federal agencies & local and national businesses or professional associations.
- Leads efforts to align workforce expectations with secondary and post-secondary career readiness preparation programs
- to address workforce needs and to ensure student success through the educational pipeline and into the workforce.
- Serves as the Hawaii P-20 liaison for the Hawaii State Department of Education's Connect to Careers (C2C) Initiative.

CTE & WORKFORCE DATA SUPPORT

Develop & maintain a knowledge base of data from various sources: Hawaii Dept of Education, Career & Technical Education (CTE), unemployment insurance, & UH, as part of the Hawaii Data eXchange Partnership (DXP) statewide longitudinal data system.

- Serve as a resource to the end users of the DXP by providing functional and technical information and
- analysis on data use, inquiries on the data access processes and appropriateness of data for user needs.
- Provide data validation to maintain data accuracy and troubleshoot complex data problems.
- Perform complex queries to extract data for ad hoc data requests/studies and use of pivot table functionality or
- statistical software to create cross-tabulation and other statistical analyses.
- Conduct data analysis and mapping from various source systems from education, CTE,
- workforce programs, and applicable state agencies.
- Provide comprehensive analysis, reporting and written summaries;
- design, create and update statistical tables and graphs or other visual representation of data;
- incorporate tables and graphics in report format to support important findings.

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.

- 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 meetings designed to improve career and technical education programs in line with WIOA, ESSA, and Perkins legislation.
- Serves as the State Office intermediary on Career Pathway Programs coordination between the HDOE and the UHCCS
- 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.