

Roles and Responsibilities

Secondary Career Pathways Funding



Role of Oregon Department of Education Grant Manager

- Utilize data submitted through the CTE Program Update, CTE Course Enrollment Collection, CTE Student Data Collection, and Spring Membership reports to determine eligible programs.
- Calculate allocations
- Communicate with districts, regional coordinators and CTE Advisory Committee regarding data validation, allocation releases, application process and approval of fund spending
- Provide technical assistance about use of funds
- Distribute and collect assurances and budget documents
- Support communication around release and signing of grant agreements
- Set up fund distribution to school districts via EGMS
- Mitigate concerns
- Collect reports

Role of Oregon Department of Education CTE Content Area Specialists

- Review preliminary data sets
- Route communication regarding data validation to CTE Data Specialist
- Provide technical assistance to schools and CTE Regional Coordinators as requested

Role of CTE Regional Coordinator

- Review preliminary data sets
- In collaboration with the CTE Program teacher and the school administration, assist with decision making about use of funds
- Submit SCP application to ODE for approval of spending requests
- Problem solve with districts, schools and teachers regarding use of funds
- Report any questions or concerns with award administration to Grant Manager

Role of School District Administration

- Follow terms of assurances, including non-supplant and reporting requirements
- In collaboration with the teacher and CTE Regional Coordinator to determine use of funds and to prepare the budget worksheet and narrative
- Problem solve with teachers and CTE Regional Coordinators regarding use of funds
- Report any questions or concerns with award administration to Grant Manager

Role of CTE Program Teacher

- In collaboration with the CTE Regional Coordinator and the school/district administration, assist with decision making about use of funds
- Problem solve with administration and CTE Regional Coordinators regarding use of funds
- Report any questions or concerns with award administration to Grant Manager

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