**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 calculate eligible programs
* Collaborate with content area specialists to ensure programs identified lead to high wage and high demand occupations
* Calculate allocations
* Communicate with districts, regional coordinators and CTE Advisory Committee
* Provide technical assistance about use of funds
* Distribute and collect assurances and budget documents
* Set up fund distribution to school districts via EGMS
* Mitigate concerns
* Collect reports

**Role of CTE Content Area Specialist**

* Review preliminary data sets
* In collaboration with the CTE Regional Coordinator, verify and determine that qualifying programs lead to high wage and high demand occupations
* 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 Content Area Specialists to verify and determine that qualifying programs lead to high wage and high demand occupations
* In collaboration with the CTE Program teacher and the school administration, assist with decision making about use of funds
* 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