

Administrative Activities

The State agency administering the Title II program is responsible for the executive, supervisory, and fiscal management functions needed to assure efficient and educationally sound program operation. One of the first activities is the development of policy for making school library resources, textbooks, and other printed and published instructional materials readily available to children and teachers in elementary and secondary schools throughout the State.

It will also be necessary to develop standards relating to the selection, acquisition, and use of these three categories of materials under the State plan. A continuous or periodic evaluation and revision of the standards will be required to reflect curriculum trends and results of research in education as well as to assure continuing improvement in the quantity and quality of instructional resources.

The dissemination of information on a continuing basis is essential if the persons responsible for planning, selecting, and acquiring instructional resources are to take advantage of the opportunities afforded by Title II to strengthen teaching and learning in the schools.

To insure that the instructional materials are of good quality and contribute to the improvement of instruction, State supervisors concerned with instruction are essential to the Title II administrative program. Curriculum and subject supervisors in cooperation with school library and audiovisual supervisors and supporting staff should be actively engaged in conducting inservice education programs for the improvement of instruction through the use of good materials.

Management activities under Title II include planning the operational procedures for purchasing, transporting, inventorying, and maintaining records of the acquisition of materials, along with fiscal control and fund accounting. If advisory committees are used, the composition, duties, and expenses of the committees would be planned.

Another important activity of the administrative and supervisory staff at the State level will be to assess educational gains through the collection and interpretation of data from the local schools and to determine, to the extent possible, the improvement of instruction resulting from the use of good library resources and other instructional materials.

Eligible Administrative Costs

The State may claim expenses against the funds allowed it (up to five percent for fiscal year 1966, and up to three percent thereafter) for administering the State plan, to the extent that the items of cost are attributable to the administration of that plan. Included are such costs as: