

making them available to the public and non-public school children and teachers within the local district. The local educational agency will have administration control of the materials and will be responsible for the inventory reports.

3.2 *Administration of State Plan*

3.21 The staffing pattern to be followed with the minimum qualifications of the personnel administering this program is within the framework of the present organization of the State Department of Education. The Division of Administration and the Division of Finance assist counties in the development of budgets, pupil accounting, and other administrative and financial functions. The staff of these Divisions include assistant directors, specialists, consultants, and administrative assistants. The qualifications for consultants and administrative assistants are those proposed under merit qualification standards. In the employment of personnel who do not fully meet the qualifications, equivalents have been accepted by the State Superintendent at the time of employment.

In the Division of Teacher Education, the administrative functions relative to accreditation are provided by consultants and administrative assistants who meet the accepted qualifying criteria.

The Division of Instructional Services is staffed by generalists who serve secondary and elementary education, and specialists in the areas of music, kindergarten, art, guidance, library services, audiovisual education, health education, recreation, and in exceptional child education. Personnel in the Division of Instructional Services meet the qualifications prescribed or have received conditional appointment at the discretion of the State Superintendent. Specific qualifications of professional consultants in the areas of library services and audiovisual education are—

- (a) Masters Degree (The State Superintendent may recognize other training or experience as equivalent.)
- (b) Major in field of library resources or instructional materials.
- (c) Satisfactory experience in teaching, school administration, supervision, or library service.
- (d) Personal traits indicating strengths in interpersonal relationships.

3.22 The program of State administration, leadership, and supervision to be incorporated as a part of the administration of this plan is as follows:

Administration

- (a) Assist in developing State Plan
- (b) Disseminate information about Plan
- (c) Receive, disburse and account for State Plan Title II allocation
- (d) Coordinate activities of advisory committees and other people working in the program
- (e) Approve applications
- (f) Assist in evaluation of programs
- (g) Audit expenditures of Title II funds
- (h) Report to U.S. Office of Education, State Department of Education, and to the public

Supervision

- (a) Cooperate with and assist administrative personnel in planning and implementing Plan activities
- (b) Work with higher educational institutions, specialists and consultants in in-service education programs
- (c) Assist local school people in preparing applications
- (d) Assist in improving techniques in use of materials
- (e) Assist in reporting to appropriate agencies and public
- (f) Initiate, participate in and evaluate conferences, workshops, and instructional materials program.

3.23 *Development and Revision of Standards for School Library Resources, Textbooks, and other Printed and Published Instructional Materials.* The State Department of Education will take the following steps to provide adequate assurance that appropriate standards are developed and made available to local public and private schools relative to the materials to be provided for the use of children and teachers: