

- 1. Agency Liaison for Comprehensive School and Technology Center Administrators**
  - a. Customer Service: Provide assistance and direction for stakeholders
  - b. Conduct monthly technology center visits
  - c. Attend county K-12 school superintendent, TC superintendent, WED director and instructional leader meetings
  - d. Attend Oklahoma State Board of Education meetings
  - e. Communicate with and attend occupational area staff meetings when possible
  - f. Email updates as needed to WED and K-12 administrators/maintain Facebook page and website
  - g. Assist with statewide inventory records
- 2. Management of Economic Development Initiatives (FY23)**
  - a. Customized and Safety Formula – \$3.6 million
  - b. Firefighter – \$368,569
  - c. TIP – \$1,500,000
  - d. TIG – \$73,847
  - e. Incubator Grants – \$5,000
  - f. Safety Grants – \$30,300
  - g. Process agreements from initial development/input stage through submission to the Finance Division for payment
  - h. Provide CTIMS training and technical assistance
  - i. Manage performance-based funding formula
  - j. Review and update WED guidelines annually
  - k. Manage collection of WED credentials through CTIMS
- 3. Support/Liaisons**
  - a. Instructional Leaders
  - b. OkACTE: Administration Division, PACE and Gold Star School Process
  - c. Municipal Clerks and Treasurers
  - d. Stillwater Chamber of Commerce
  - e. Oklahoma Department of Commerce
  - f. Serve on technology center accreditation teams
  - g. Participate in at least one CTSO conference per year
- 4. Provide Professional Development Opportunities**
  - a. Business and Industry Services Certification Program
  - b. BISCert Pro (for BISCPro graduates)
  - c. Adult Career Development Coordinators and Industrial Coordinators
  - d. New Instructional Leaders Academy
  - e. Teach 2 Lead Instructional Coaching
  - f. BES/SBM/Incubator Coordinators/Directors
  - g. Oklahoma Education and Industry Partnerships (OEIP)
  - h. CareerTech 101 for K-12 Administrators
  - i. BIS Advisory Committee
- 5. CareerTech Foundation**
  - a. Agency liaison and Hall of Fame coordination
  - b. Scholarship distributions
- 6. Technology Center Lottery Grants**
  - a. Secure reviewers and oversee the scoring process
  - b. Update the RFP, rubric and budget form
  - c. Manage change requests and invoicing

# Education Partnerships and Customized Services and Workforce and Economic Development Staff

## **Whitney Blaylock — EPCS**

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**EPCS** Education Partnerships  
and Customized Services

**WED** Workforce and  
Economic Development