

secs. 33, 34). The State Department of Education is composed of the State Superintendent of Schools and the professional staff employed by the Board to assist him in the supervision and direction of the Maryland public schools. The department has six divisions, each with its specific duties to perform.

Division of Instruction

The Division of Instruction provides leadership in planning and supervising educational programs for young people and adults in the public schools of the State. It plans programs and assists with the education of the handicapped also. Specific aids provided for teachers and pupils include courses of study cooperatively planned, certain types of visual aids, and workshop and consultant service.

Division of Vocational Education

The Division of Vocational Education is responsible for the supervision of the vocational curricula of the public schools—home economics, agriculture, and industrial arts. In addition the division supervises the school lunch program and renders educational services to industry. The Federal funds granted to the State for these purposes are allocated through the division (Code 1951, Art. 77, secs. 275-278).

Division of Finance and Research

The Finance section of this division prepares and, within the Department, administers the annual State public school budget. It maintains budget and accounting records and is responsible for the distribution of funds made available to the local school systems by the State and Federal governments. In addition, this unit provides auditing services and fiscal advice to the State teachers colleges.

The Research section is responsible for the compilation of all statistical records which are necessary for the efficient administration of the public school system. The tables are used in the preparation of the annual report covering the operations of the Department which is submitted to the Governor and as a guide to the services which are rendered by this Department relating to planning public school construction, staffing, supervision, and administration. In addition, this unit conducts special statistical studies as they are requested by the State Board of Education or the State Superintendent of Schools and is responsible for the administration of high school equivalence examinations.

Division of Certification and Accreditation

The Division of Certification and Accreditation is responsible for the certification of the professional and instructional staffs in the public and private schools of the State. All schools and colleges (both public and private) operating in the State are accredited by the division. Leadership in teacher education, the licensing and inspection of trade and vocational schools operating within the State are other responsibilities of the unit (Code 1951, Art. 77, secs. 20, 95-103).

Division of Library Extension

400 Cathedral Street, Baltimore 1

The Division of Library Extension, established within the State Department of Education by the General Assembly of 1945, exercises