

**PROGRAM DEVELOPMENT &
ASSISTANCE BRANCH**

Sheila Draper, *Chief*

333-2495

Formed in 1978, the Program Development and Assistance Branch is responsible for the Comprehensive System of Personnel Development, which provides inservice and technical assistance, develops print and video materials, and advises local school systems and State-operated programs on promising educational practices. The Branch implements the Least Restrictive Environment initiative, the Seriously Emotionally Disturbed initiative, and the Learning Disabilities initiative and works on the deaf-blind/low incidence project, the early childhood project, and the transitioning project. The Branch also trains hearing officers and conducts the federal Quota Blind Registration Project.

INFORMATION MANAGEMENT BRANCH

David Hayden, *Chief*

333-2470

Information referral hotline: 383-6523

The Information Management Branch was designed in 1978 to help parents of handicapped children and other concerned citizens. The Branch's statewide hotline provides information and referral services. The Branch gives technical aid to help local school systems develop management information systems for special education and use mini- and micro-computers for these systems. Managing a statewide special education data base, the Branch provides technical assistance for local school systems to devise and implement evaluation programs.

FEDERAL PROJECTS BRANCH

Brian Rice, *Chief*

333-2458

Created in 1978, the Federal Projects Branch reviews local applications for federal aid, administers all federal grants received by the Division of Special Education, and monitors and evaluates expenditures and budgets for federal projects. The Branch helps other branches develop federal grant proposals and provides statistical and financial analysis. It prepares and monitors budgets for Headquarters Aid to Education, and State-aided Educational Institutions and provides technical assistance to local school systems in the development of grants and local applications for federal funds.

NONPUBLIC SCHOOLS BRANCH

Richard Gamble, *Chief*

333-2451

The Nonpublic Schools Branch was formed in 1978. The Branch forms alternative plans in private

schools to serve handicapped children, monitors and evaluates educational programs in out-of-state private facilities for handicapped children, and assures that they are served in the least restrictive environment. The Branch administers funds for handicapped children under the federal Elementary and Secondary Education Act (Title I) and manages the State's parent surrogate program. In the placement of handicapped children, the Branch monitors local hearing procedures and develops and implements procedures for State hearings. It investigates and resolves complaints regarding handicapped children and coordinates Division actions with the State Coordinating Council for Residential Placement of Handicapped Children.

**DIVISION OF CAREER AND
TECHNOLOGY EDUCATION**

Katharine M. Oliver, *Assistant State Superintendent*

200 W. Baltimore St.
Baltimore, MD 21201

333-2075

The Division of Career and Technology Education originated as the Division of Vocational Education by 1950. Renamed in 1968 as the Division of Vocational-Technical Education, the Division received its present name in 1990.

The Division provides and coordinates Maryland's system of career and technology education. Policies, guidelines, programs, and services for administering State and federal occupational programs are developed and recommended to the State Superintendent of Schools by the Division. In addition, the Division helps local school systems and other educational agencies, institutions, businesses, industries, and community-based organizations plan, develop, implement, and evaluate educational and training programs. Division programs are offered in both public and private institutions and are available to students of all ages.

**PROGRAM DEVELOPMENT &
OPERATIONS BRANCH**

Lynne M. Gilli, *Chief*

333-2085

In 1981, the Program Development and Operations Branch was created. The Branch assists local school systems with programs of vocational-technical education in agriculture, business and office education, distribution and marketing, health occupations, home economics, trade, industry, youth organizations, postsecondary/adult programs, placement services, consumer education, industrial arts/technology education, high technology, cooperative programs, teen parenting, personnel development, research programs, exemplary programs, career guidance, curriculum development, equity, and entrepreneurship