**Functions and Oversight Responsibilities of the NC Department of Public Instruction
As Required by State and Federal Law**

Outlined below are major functions and oversight responsibilities of the NC Department of
Public Instruction

Division or Work Unit	Responsibilities Authorized or Required by either State or Federal Law or Both State and Federal Law
	Academic Services and Instructional Support

Office of Early Learning	• Leads development of Kindergarten Entry Assessment/K-3 Formative Assessment schedule for statewide implementation and scale-up beginning in 2014-15
	• Coordinates various early learning programs to ensure program effectiveness and efficiency:
	   o Sensory Support Programs for Young Children (0-5)
	   o Preschool Exceptional Children (IDEA 619)
	   o Title l Preschool
	   o Head Start State Collaboration

K-3 Literacy	• Implement all components of the General Assembly's North Carolina Read to Achieve program in all K-3 classrooms across the state • Facilitates the continuous development and implementation of the state-adopted K-3 formative, diagnostic assessment system • Facilitates the alignment of reading goals in school and district continuous improvement plans with the state Reading Comprehension plan
K-12 Curriculum and instruction	• Provides leadership and support to educators across the State of North Carolina to build and reinforce the Common Core State Standards and North Carolina Essential Standards for math, English Language Arts, English as a second language, science, social studies, world languages, arts education, healthful living • Reviews, selects or coordinates the selection of resources and materials implements goals of the North Carolina State Board of Education • Informs, clarifies and disseminates state and federal policies and laws
Career and Technical Education	• Develops standards and curriculum for CTE programs in agricultural education, business, finance and information technology education, career development education, family and consumer sciences education, health science education, marketing and entrepreneurship education, technology engineering and design education, trade and industrial education • Supports CTE students to become concentrators (four or more CTE credits • Promotes student acquisition of industry certifications • Oversees $21.6 million in federal Carl D. Perkins grants and $380 million in state CTE funds

Digital Teaching and Learning	- Champions authentic, innovative teaching and learning practices - Supports leadership in the transformation of teaching and learning - Fosters collaborative partnerships within the NCDPI and with LEAs, charter schools, IHEs, RESAs, regional entities, professional organizations and other state and federal agencies - Models digital citizenship and the safe, ethical use of resources
Exceptional Children Division	- Ensures that students with disabilities develop intellectually, physically, emotionally, and vocationally through the provisions of an appropriate individualized education program in the least restrictive environment - Assures appropriate local expenditure of $313 million in Individuals with Disabilities Education (IDEA) grants
Accountability Services	- Gauges student achievement against state and national standards - Designs and develops reliable and valid assessment instruments for student and teacher accountability - Provides accurate and statistically appropriate reports - Responsible for state and federal accountability
Federal Program Monitoring	- Ensures that federal and state education funds contribute to the goal of all students meeting or exceeding rigorous state standards - Supports approximately $475 million in Elementary and Secondary Education Act federal funds provided to districts and schools each year through grants administration, program monitoring, data collection and reporting, and technical assistance
District and School Transformation	- Provides support for all North Carolina schools and districts to increase student achievement and improve high school graduation rates - Currently serves schools identified in the bottom 5 percent of conventional schools and the lowest ten percent of districts in North Carolina
Educator Effectiveness	- Facilitates and supports professional development for the aligned NC Educator Evaluation System, Standard Course of Study and Home Base - Develops PD opportunities for online, blended learning - Facilitates recruitment and retention through current leadership programs, National Boards, Troops to Teach and the Teacher I Principal of the Year processes - Facilitates program development and approvals with Institutions of Higher Education to prepare graduates to be effective teachers and school leaders - Monitors and supports statewide beginning teacher programs - Manages program approval for teacher and administrator preparation programs
Residential Schools	- Manages two residential schools for the deaf and one residential school for the blind - Manages early childhood services for the deaf and blind

	Financial Services, Business and Technology
School Business Administration	• Ensures compliance to state salary schedules • Monitors salaries and audit compliance with state and federal financial laws • Manages school allotments
Financial Services	• Provides internal budget management • Provides cash management (requisition cash, draw down federal funds, cash reconciliation, reporting) • Provides purchasing services (requisitions for goods, services and contractual agreements)
Safe and Healthy Schools Support	• Provides mental health and allied health support • Provides school planning and plant operations services • Provides transportation support for state's 13,700 school buses • Supports and monitors $860 million child nutrition services program • Insures school facilities, operates insurance system • Ensures timely delivery of textbooks to all 115 LEAs • Provides Workers' Compensation for school employees • Provides Unemployment Insurance for school employees
Learning Systems – Home Base	• Designs and delivers tools and resources to help teachers and students use data on a daily basis to improve instruction and learning • Creates and maintains processes for Home Base content management and sharing
Virtual Public Schools	• Provides access to high quality instructional content and strategies that are aligned to state and national standards for content and design • Develops a scalable and sustainable learning management platform that supports statewide 21st Century learning
Charter Schools	• Guides all aspects of the charter application process • Ensure leadership at the governance and management levels are provided access to authentic and relevant information for the charter school setting • Provides feedback on charter school performance in academics, operations, and finances • Decreases the number of charter schools with performance composites less than 60%
Licensure	• Processes requests that are successfully completed and ready to be processed within 30 working days of entry in to the Licensure system during peak season (June-October)
IT Infrastructure	• Maintains technology infrastructure to connect all school districts and support teaching and learning • Provides technical support to agency employees
Enterprise Application Development	• Develops and maintains IT applications to support Exceptional Children services throughout the state • Develops and maintains agency applications for data access and transmission

PowerSchool	• Oversees the transition from NC WISE Student Information System (SIS) to PowerSchool • Oversees the development of supplementary application integration with PowerSchool
IT Department Coordination and Data Management	• Maintains business and technical infrastructure to support the Human Resources Management System used by many LEAs across the state • Maintains business and technical infrastructure to support the financial applications used across the state • Maintains business and technical infrastructure to support standardized testing across the state • Provides data extraction services to support agency and legislative requests
	Office of the State Superintendent
Race to the Top Program Management Office	• Manages overall implementation of $400 million federal Race to the Top (RttT) Grant • Supports state implementation of new standard course of study, balanced assessment system, statewide instructional improvement systems, focused support for the lowest-achieving schools, and various other initiatives to develop and support stronger teachers and principals • Administers $165 million in RttT funds allotted to districts and charter schools for use in accordance with approved plans
Communications	• Manages NCDPI's public website and Intranet • Communicates the SBE's goals and priorities and NCDPI activities to North Carolina educators, legislators, citizens and to NCDPI/SBE personnel • Handles internal and external communications, media relations, branding and strategic communication for department and board initiatives • Organizes and staffs events, webinars and face-to-face communication opportunities for State Superintendent and NCDPI leadership • Provides on-site printing, duplicating and graphic design services • Operates publications sales office to provide low-cost publications to local educators and the public in support of Standard Course of Study and other initiatives

Data, Research & Federal Policy	• Loads and maintain the state longitudinal data warehouse, CEDARS (Common Education Data Analysis and Reporting System).
	• Provides high quality data about the performance of North Carolina students and schools to all stakeholders:
	    o EDEN (Education Data Exchange Network)
	    o NC School Report Card
	    o P-20W Data System
	    o External Data Requests
	• Supports NCDPI's conversion to the new student information system,

	PowerSchool • Provides academic education research findings to stakeholders • Facilitates exchange of education records with other states through SEED (State Exchange of Education Data)
Human Resources	• Coordinates recruitment and selection process • Provides training and development for employee supervisors • Coordinates employee benefits and time administration (payroll) • Develops and supports a culture of high performance
Internal Auditor	• Provides unbiased, objective assessments to ensure efficient and effective management of department resources • Provides technical assistance and professional guidance to division management

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