

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. SCHTCHREA53R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-ALGER MAX SECURITY CORRECT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description SCHOOL TEACHER-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor ; SCHOOL PRINCIPAL-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work N6141 INDUSTRIAL PARK DR; MUNISING, MI 49862 / 0800 - 1630 Monday through Friday

14. General Summary of Function/Purpose of Position

To provide educational programming to prisoners in the areas of adult basic education (ABE) through the achievement of the GED. The teacher will have varying abilities levels in both the classroom setting and cell study program. Accurate and timely record keeping of student progress, assessment testing, data entry, and reporting are all duties that will be required of the position.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Delivery of classroom instruction in all subjects and to all ability levels from ABE through the achievement of the GED.

Individual tasks related to the duty:

- Working with students at their ability level and progressing them through the achievement of the GED
- Maintaining an orderly safe classroom that is a positive learning environment
- Work with students to promote soft skills,
- Develop quarterly objectives for students and monitor progress through use of the EPP

Duty 2

General Summary:

Percentage: 20

Accurate and timely submission of all required reports.

Individual tasks related to the duty:

- Quarterly reports (EPP) submitted on time, completed thoroughly and accurately on each student
- Adult Learning Plans completed as needed and on all enrolled students each June
- Monthly Reports/Teacher Utilization reports completed accurately and as requested by supervisor
- Monthly payroll entered and submitted to classification director by the date requested
- Cell Study logs turned in weekly with student signatures
- Any reports or information requested as needed by supervisor and/or central office.

Duty 3

General Summary:

Percentage: 15

Administer Cell Study program to general population prisoners on the waiting list to better prepare them for classroom programming.

Individual tasks related to the duty:

- Develop individual lesson plans
- Correct materials and determine subject direction
- Visit prisoners at cell front twice per week
- Maintain a cell study log.
- Develop quarterly objectives for students and monitor progress through use of the EPP.

Duty 4

General Summary:

Percentage: 15

Perform all administrative duties required and related data entry in OETS/OMNI.

Individual tasks related to the duty:

- Enrollment/termination of students
- TABE/GED scores
- Setup and entry of callout for testing
- Cancel class callouts when necessary
- Recording of quarterly EPP's for each student
- Data entry for file transfers in and out of the facility
- Monthly payroll completed and submitted on time each month.
- Maintain and order office supplies as necessary

Duty 5

General Summary:

Percentage: 10

Administer assessment test for students including quarterly student assessments to monitor progress toward annual goals, TABE tests, and the GED Half/Practice test to determine GED test eligibility.

Individual tasks related to the duty:

- Maintain security and integrity of the tests at all times
- Score individual tests
- Inform students of test results and determine education/subject goals.
- Maintain accurate records of scores and timely reporting.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding prisoner programming needs.

Decisions regarding test application and interpretation.

Assess each student upon enrollment to determine what materials to assign.

Discussions based on test and interview information related to academic, vocational and social assessment goals.

17. Describe the types of decisions that require the supervisor's review.

363A Work Reports

Prisoner Grievances

363 Work Reports,

Letters from prisoners (kites),

Complaints/concerns from other staff members.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Use of computers and video screen.

Minimal standing, walking, bending, and twisting.

Position is located within the secure perimeter of a correctional facility and has prisoner contact throughout the day.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To provide educational programming to prisoners in the areas of adult basic education (ABE) through the achievement of the GED. The teacher will have varying abilities levels in both the classroom setting and cell study program. Accurate and timely record keeping of student progress, assessment testing, data entry, and reporting are all duties that will be required of the position.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Alger Correctional has converted to a multi-level facility housing 896 prisoners.

25. What is the function of the work area and how does this position fit into that function?

The purpose of the educational component is to provide educational, vocational, and social skills training to male offenders by various methods. The testing component facilitates the development and implementation of the programs. Position will coordinate testing in the education department for facility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in a field of education.

EXPERIENCE:

School Teacher P11

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of tests, materials, supplies and equipment necessary for proper academic and vocational placement and assessment.

Ability to interpret test results, maintain records and prepare reports and correspondences related to the work.

Ability to evaluate the progress, behavior and attitudes of prisoners.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Michigan teacher certificate.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

PLACING MOST CURRENT POSITION DESCRIPTION ON FILE.

I certify that the entries on these pages are accurate and complete.

MARLA POMEROY 4/2/2019

Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date