

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. EDUCMGR5A37N

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description EDUCATION CONSLTNT MGR-5	10. Division Educator Excellence, Career & Technical Education, Special Education and Administrative Law
5. Working Title (What the agency calls the position) Data and Accountability Unit Manager	11. Section Office of Educator Excellence
6. Name and Position Code Description of Direct Supervisor PLEHN, CATHERINE A; STATE ADMINISTRATIVE MANAGER-1	12. Unit Data and Accountability Unit
7. Name and Position Code Description of Second Level Supervisor BROZANSKI, KELLI A; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W. Allegan St., Lansing / Monday - Friday, 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

The Manager of the Data and Accountability Unit oversees and coordinates the work of staff who develop and improve accountability processes for Michigan's Educator Preparation Providers in alignment with federal reporting requirements. Manager responsibilities include but are not limited to the development and coordination for the Educator Preparation Provider (EPP) Performance Score and reporting for Title II, Part B of the Higher Education Act.

Additionally, the manager directs the work of staff who: ensure an educator workforce adheres to professional practices and enforces legislation regarding certificate revocations, suspensions and nullifications; respond to educator data and information requests by the media, Freedom of Information Act, or other internal and external inquiries; audit certificate renewals and Registry of Educational Personnel (REP); determine whether teachers are appropriately assigned to teach in their areas of certification; and prepare state aid penalty letters when districts are employing inappropriately certificated teachers. The manager works with staff to continuously improve the educator data systems, auditing and accountability processes.

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: 20

Provide leadership and manage human resources necessary for assuring that local districts are employing appropriately certificated teachers.

Individual tasks related to the duty:

- Coordinate assignments of consultants and analysts who will be responsible for auditing the employment data for certification records to ensure that local districts are employing appropriately certificated educators.
- Coordinate the dissemination, interpretation, and implementation of state law, and MDE policies and procedures related to the issuance of state aid penalties for employment of inappropriately certificated or non-certificated educators.
- Analyze and coordinate recommendations, analysis, and interpretation of legislation affecting educator certification and placement.
- Supervise the introduction of new technology, procedures and approaches to improve quality and efficiency in monitoring and auditing.
- Liaise with the Center for Educational Performance and Information (CEPI) to improve and use state data on educator certification and staffing assignments.
- Liaise with other MDE offices regarding appropriate hiring/placement of educators and state aid penalties.

Duty 2

General Summary:

Percentage: 20

Provide supervision and leadership for reporting of outcomes of educator preparation efforts in Michigan via the Educator Preparation Provider (EPP) Performance Score and Title II Part B of the Higher Education Act reporting as required by the United States Department of Education.

Individual tasks related to the duty:

- Coordinate and oversee the work of staff preparing the annual EPP Performance Score Report. This includes aspects such as coordinating the work of the research consultant and data analysts, ensuring adherence to, updating and establishing business rules, and upholding the integrity of data and its use.
- Ensure appropriate data handling, collection and validation procedures are implemented for high-stakes accountability.
- Convene stakeholder groups for development of, feedback on and evaluation of the EPP Performance Score.
- Liaise with deans and directors of preparation programs and related organizations in policy development and procedural clarity surrounding the performance of programs; may require travel.
- Oversee and coordinate the implementation and dissemination of policy and procedures related to the EPP Performance Score.
- Supervise the unit's web presence regarding outcomes to assure transparency and clarity for the public.
- Other duties assigned by Director and/or Assistant Director—e.g. Assignment to cross office collaborations, work with national organizations on behalf of the MDE.
- Liaise with CEPI regarding educator placement and educator workforce metrics.
- Provide supervision and direction to staff who are responsible for submission of the Title II Part B of the Higher Education Act annual report.

Duty 3

General Summary:

Percentage: 20

Organizes, directs and supervises staff in the establishment and implementation of unit/program management plans, and the implementation of service area and agency priorities. Conducts employee performance reviews and identify areas for growth and development if necessary.

Individual tasks related to the duty:

- Use the State of Michigan performance review system to identify staff competencies and objectives annually and conduct performance reviews in a timely manner.
- Provide staff regular feedback on job performance and identify appropriate professional development in areas that need improvement.
- Coach and mentor staff for job success.
- Work with the Assistant Director and human resources to address and/or reconcile staff performance issues.
- Recognize staff for accomplishments and successes.
- Planning and organizing staff meetings and retreats, recommending and approving goals, objectives and activities relative to all aspects and operations of preparing and certifying educational personnel.
- Develops status and progress reports of the function and impact of the unit.

Duty 4

General Summary:

Percentage: 20

Provide guidance and supervision for ensuring Michigan's educator workforce adheres to professional practices and enforces legislation regarding certificate revocations, suspensions and nullifications and coordinate the audit process for certificate renewals.

Individual tasks related to the duty:

- Work with the professional practices consultant to review legislation, monitor national trends, liaise with other state agencies, schedule certificate revocation, suspension and nullification hearings and coordinate said hearing with the Attorney General's office.
- Oversee the monitoring of, revisions to, and implementation of the Michigan Educator Code of Ethics.
- Oversee the rap back process to assure that local districts receive the State Police rap back reports in a timely manner.
- Oversee the coordination of the audit of educator certificates and renewals issued via the state educator workforce data system.
- Provide technical assistance to local districts and educators on the audit process as well as revocations, suspensions and nullifications, and professional learning.

Duty 5

General Summary:

Percentage: 15

Provide guidance and supervision for data systems and data requests (e.g., FOIA, media, internal MDE).

Individual tasks related to the duty:

- Coordinate and oversee the work of staff preparing data reports.
- Ensure appropriate data handling, collection and validation procedures are implemented.
- Coach staff on appropriateness and accuracy of data to be shared with the public.
- Oversee the development of data and reporting systems (e.g., EPP Performance Score, dashboards).
- Continuously evaluate and improve data systems to function more consistently and effectively.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned by the Deputy Superintendent for the Division of Educator Excellence, Career & Technical Education, Special Education and Administrative Law, the Director of OEE or the Assistant Director.

Individual tasks related to the duty:

- Special assignments related to teacher preparation and/or professional learning.
- Assignment to cross office collaborations, work with national organizations on behalf of the MDE.
- Works with Legislative, State Board, Department, and other organizational personnel for the development and support of statutes, rules, policies, procedures, efforts, and initiatives consistent with the agency's and service area's mission, purposes and programs.
- Other special assignments.

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

- Identification of valid and reliable data for assessing performance of educator preparation providers and assignment of staff to provide targeted assistance providers.
- Identification of valid and reliable data for assessing state aid penalties for the employment of non-certificated teachers.
- Identification of concerns or ways in which current processes can be improved to be more effective and efficient.

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

- Items prepared for SBE approval.
- Changes in policies regarding certificate renewals, nullifications, suspensions, or revocations, FOIAs, or EPP Performance Score.
- Authorizing significant expenditures, including staff out-of-state travel.

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.

Carrying materials for handouts, traveling throughout the state and out of state as needed, including some overnight and weekend work as assigned.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
VENKADACHALAM, AISWARYA	DEPARTMENTAL ANALYST-A 12	SCHMIEDEKNECHT, KATIE M	DEPARTMENTAL ANALYST-A 12
VACANT	DEPARTMENTAL ANALYST-E	IMMANUEL, GARRETT D	DEPARTMENTAL ANALYST-E P11
VACANT	DEPARTMENTAL ANALYST-E	DONTJE, BETHANY J	DEPARTMENTAL MANAGER-3 14
HUMPERT, COURTNEY L	DEPARTMENTAL TECHNICIAN-E E9	KALMBACH, JASON A	EDUCATION RESEARCH CONSULTANT-E P13
VACANT	HIGHER EDUCATION CONSULTANT-A	VANN, NADIA D	SCHOOL DISTRICT CONSULTANT-A 14
Additional Subordinates			

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

<input checked="" type="checkbox"/> Complete and sign service ratings.	<input checked="" type="checkbox"/> Assign work.
<input checked="" type="checkbox"/> Provide formal written counseling.	<input checked="" type="checkbox"/> Approve work.
<input checked="" type="checkbox"/> Approve leave requests.	<input checked="" type="checkbox"/> Review work.
<input checked="" type="checkbox"/> Approve time and attendance.	<input checked="" type="checkbox"/> Provide guidance on work methods.
<input checked="" type="checkbox"/> Orally reprimand.	<input checked="" type="checkbox"/> 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?

The Manager of the Data and Accountability Unit oversees and coordinates the work of staff who develop and improve accountability processes for Michigan's Educator Preparation Providers in alignment with federal reporting requirements. Manager responsibilities include but are not limited to the development and coordination for the Educator Preparation Provider (EPP) Performance Score and reporting for Title II, Part B of the Higher Education Act.

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The manager works with staff to continuously improve the educator data systems, auditing and accountability processes.

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

Minimal changes: updating wording to future proof changes to the name of data systems, updating names to reflect current office and division names, and clarification that tasks are related to the educator workforce, which encompasses teachers and additional roles.

The reporting structure was previously modified to restructure the work related to the data and credentialing systems and provide supervision of a departmental manager with direct oversight of that work.

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

The Office of Educator Excellence oversees all areas of the educator workforce pipeline – preparation, certification, recruitment, placement, professional learning and growth, evaluation, recognition and retention. The Data and Accountability Unit is responsible for data systems and reporting, the accountability of preparation providers, ensuring Michigan's educator workforce adheres to professional practices, auditing of certification requirements and appropriate placement assignments for teachers. This manager requires deep knowledge of data and data systems, accountability measures, process improvement, and the educator workforce pipeline.

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

EDUCATION:

Possession of a master's degree in a field of secondary or elementary education; higher education administration, guidance and counseling; school psychology; educational psychology; school social work; the social sciences; vocational education; mathematics; or, a field related to education program administration (nonacademic).

Possession of a master's degree in a field of secondary or elementary education; higher education administration, guidance and counseling; school psychology; educational psychology; school social work; the social sciences; vocational education; mathematics; or, a field related to education program administration (nonacademic).

EXPERIENCE:

Education Consultant Manager 15

Four years of administrative or consultative experience in the field of K-12 or early childhood education, including two years of professional experience equivalent to a P-13-level Education Consultant, Education Field Services Consultant, Education Guidance Consultant, Education Research Consultant, Higher Education Consultant, School District Consultant, Special Education Consultant, or Vocational Education Consultant; or, one year equivalent to a 14-level Educational Consultant, Education Consultant Manager, Education Field Services Consultant, Education Guidance Consultant, Education Research Consultant, Higher Education Consultant, School District Consultant, Special Education Consultant, or Vocational Education Consultant.

Alternate Education and Experience

Education Consultant Manager 14 - 16

Possession of a bachelor's degree with a major in education combined with a master's degree in a subject area may be substituted for the education requirement.

Possession of a doctorate degree in a field of education may be substituted for two years of the required experience, excluding Education Consultant Manager 16 that supervises psychometricians.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of higher education policy and data generally, with deep understanding of Michigan educator certification and preparation structure. Ability to facilitate both peer groups and policy bodies with diplomacy, leadership, and effective use of data.

Valid Driver's License preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

For positions managing a work area staffed with Education Research Consultants, a major listed above with at least eight semester credits in inferential statistics, educational measurement, evaluation design, or research design, excluding thesis dissertation credits is required.

Current or past possession of a teaching certificate comparable to the one issued in Michigan preferred.

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.

None

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

TASHA HARPER

4/29/2026

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