

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDDADM1

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 State Administrative Manager-1	10. Division Excellence, Career and Technical Education, Special Education and Administrative Law
5. Working Title (What the agency calls the position) Resource for the Blind / Low Vision and Resource for the Deaf / Hard of Hearing Manager	11. Section Office of Special Education
6. Name and Position Code Description of Direct Supervisor HARRIS, ELEANOR A; (INTERIM) STATE OFFICE ADMINISTRATOR	12. Unit Resource for Blind/Low Vision and Resource for Deaf/Hard of Hearing (RBLV and RDHH)
7. Name and Position Code Description of Second Level Supervisor CARTER-NZOMA, LOHREN; OFC OF GREAT START DEP SUPINT	13. Work Location (City and Address)/Hours of Work 702 W Kalamazoo St. Lansing, MI / M-F, 8-5 Hybrid

14. General Summary of Function/Purpose of Position

The employee functions as an administrative manager of one or more agency-designated, Group 4 sections and reports to an office director. Michigan Department of Education Resource for Blind/Low Vision and Resource for Deaf/Hard of Hearing (MDE RBLV&RDHH) provides consultation, training, and resources to families and educational teams serving students who are BLV and/or DHH. MDE-RBLVDHH's vision is to ensure equal access to a quality education for all students who are BLV and/or DHH. The manager provides leadership and oversight of the business, events, and program operations of the MDE RBLV&RDHH). This position will have oversight of RBLV&RDHH, Michigan School for the Blind (MSB) Trust Fund activities and the American Printing House (APH) activities. Lastly, this position will provide final approvals for all operations of Camp Tuhsmeheeta (Camp T).

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

Oversee RBLV&RDHH staff and operations.

Individual tasks related to the duty:

- Direct and ensure that RBLV and RDHH staff are meeting the educational programming needs of students.
- Select and assign staff, ensuring equal opportunity in hiring and promotional opportunities.
- Approve and finalize staffing operations.
- Determine professional development needs for staff, identify training opportunities or provide training where appropriate.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Develop and conduct performance management evaluations and ratings.
- Approve staff time reporting and time off requests.
- Oversee communications to the field; e.g., social media, newsletters, website, listserv, webinars, and conferences.
- Manage the continuing development and instruction of regional classes and programs.
- Ensure that sufficient resources, supplies, materials, and equipment are available to meet the needs of the RBLV and RDHH activities.
- Facilitate meetings and supervision of regional team members.
- Build and maintain relationships with the Deaf Blind Central for students who are Deaf Blind; Bureau of Services for Blind Persons (BSBP); MI Association for the Education & Rehabilitation of the Blind and Visually Impaired (MAER); Michigan Chapter of National Federation for the Blind; OSE staff; and other agencies related to the field of Blind/Low Vision.
- Disseminate investment account funds to eligible recipients.
- Collaborate with Office of Educational Assessment and Accountability on content of MI assessments regarding students who are blind/low vision.

Duty 2

General Summary:

Percentage: 30

Oversight of RBLV and RDHH and Michigan School for the Blind (MSB) account investment activities.

Individual tasks related to the duty:

- Direct and ensure that LIO staff are meeting the educational programming needs of students.
- Oversee programs and staff as part of technical assistance through facilitation of Quality Programs for Students with a Visual Impairment (QPVI).
- Oversee communications to the field; e.g., newsletters, website, listserv, webcasts, and conferences.
- Manage the continuing development and instruction of regional classes and programs.
- Ensure that sufficient resources, supplies, materials, and equipment are available to meet the needs of the LIO activities.
- Coordinate the Educational Interpreters Performance Assessment (EIPA) with the Department of Licensing and Regulatory Affairs (LARA).
- Facilitate meetings and supervision of regional team members.
- Build and maintain relationships with the Deaf Blind Central for students who are Deaf Blind; Bureau of Services for Blind Persons (BSBP); MI Parents of the Visually Impaired; MI Association for the Education & Rehabilitation of the Blind and Visually Impaired (MAER); Michigan Chapter of National Federation for the Blind; OSE staff; and other agencies related to the field of Blind/Visually Impaired.
- Disseminate Trust Fund monies to eligible recipients.
- Collaborate with Office of Educational Assessment and Accountability on content of MI assessments regarding students who are low incidence.

Duty 3

General Summary:

Percentage: 10

Provide final approval for all operations for Camp T.

Individual tasks related to the duty:

- Provide final approval of Camp T operations decisions and programming for students who are blind/visually Impaired.
- Evaluate and determine the need for contract agreements for vendors and service providers for Camp T.
- Establish and direct priorities of construction plans for Camp T.
- Ensure the Camp Director is meeting compliance requirements as established through rules, regulations, and procedures to operate Camp T.

Duty 4

General Summary:

Percentage: 15

Oversight of Ex Officio Trustee activities related to American Printing House for the Blind (APH) and represent Michigan on the Council for Schools and Supports for the Blind (COSB)

Individual tasks related to the duty:

- Attend annual meeting for the State of Michigan for COSB and APH
- Oversight of the APH census operations for Michigan students who ~~to~~ meet federal requirement
- Oversight of reports generated from intermediate school districts and State data.
- Responsible for statements, balance, and usage of Federal Quota Funds.

Duty 5

General Summary:

Percentage: 5

Other assigned duties

Individual tasks related to the duty:

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

The manager makes independent decisions on all matters of established policy and procedure. Decisions made by the manager affect staff, students, and their families in the state, and staff at RBLV and RDHH. Students and families statewide at intermediate school districts, local school districts, and charter schools are affected by these decisions, which influence the nature and quality of program services provided.

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

In areas where no established policy or procedure exists, the Director/Assistant Director of the Office of Special Education is consulted along with the Department of Education administration if necessary.

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.

Normal office environment; no unusual physical demands. Some travel is required and may include overnight stay.

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>
FEZZEY, JESSICA L	SECRETARY-A 9	MAHONEY, BRENDA L	DEPARTMENTAL MANAGER-2 13
MCGINISTER, PAMELA A	DEPARTMENTAL MANAGER-3 14	POLZIN, MATTHEW V	CAMP CONSULTANT-E P11
TEEGARDIN, JILL M	CAMP CONSULTANT-E P11	VACANT	EDUCATION CONSULTANT- E

Additional Subordinates

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

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ 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 employee functions as an administrative manager of one or more agency-designated, Group 4 sections and reports to an office director. Michigan Department of Education Resource for Blind/Low Vision and Resource for Deaf/Hard of Hearing (MDE RBLV&RDHH) provides consultation, training, and resources to families and educational teams serving students who are BLV and/or DHH. MDE-RBLVDHH's vision is to ensure equal access to a quality education for all students who are BLV and/or DHH. The manager provides leadership and oversight of the business, events, and program operations of the MDE RBLV&RDHH). This position will have oversight of RBLV&RDHH, Michigan School for the Blind (MSB) Trust Fund activities and the American Printing House (APH)activities. Lastly, this position will provide final approvals for all operations of Camp Tuhsmeheeta (Camp T).

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

Reclassify / Conversion. LIO name has changed to Resource for Blind/Low Vision and Resource for Deaf/Hard of Hearing (MDE RBLV&RDHH). Work function remains that same.

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

RBLV&RDHH provides programs and outreach services for the visually impaired, deaf/hard of hearing and other areas of low Incidence disabilities. This position works cooperatively with the Bureau of Services for Blind Persons- Department of Civil Rights as well as the Office of Educational Assessment and Accountability and oversee all activities

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 any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of fiscal planning, budgeting, and management.

Knowledge of Special Education, specifically In the areas of Blind/Visually Impaired and Deaf/Hard of Hearing. Knowledge of the need, preparation, and use of reports.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable In evaluating programs or services.

Knowledge of the assigned program specialty specific to Special Education. Knowledge of training and supervisory techniques.

Ability to manage personnel and finances as related to grant activities.

Ability to communicate effectively and maintain favorable public relations with others verbally and In writing. Ability to Interpret complex rules and regulations.

Ability to organize and coordinate work of others.

Ability to formulate plans, procedures, and controls in an office providing special education outreach services. Ability to instruct, direct, and evaluate employees.

Ability to establish program or service procedures, policies, or guidelines for Special Education Low Incidence Outreach to support the field of Blind and Visually Impaired and Deaf/Hard of Hearing.

Ability to communicate effectively, verbally and in writing, to deliver clear and effective presentations to groups.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Prefer experience with visual impairment and deaf and hard of hearing services and programs.

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.

N/A

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

TASHA HARPER

Appointing Authority

8/21/2026

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.

ROXANNE BALFOUR

Employee

Date