

**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
5. Working Title (What the agency calls the position) Office of Partnership Districts Assistant Director	11. Section Office of Partnership Districts
6. Name and Position Code Description of Direct Supervisor DIXON, YVONNE R; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor Dr. Sue Carnell, Chief Deputy Superintendent	13. Work Location (City and Address)/Hours of Work 608 W. Allegan Street, Lansing, MI / Monday-Friday 8-5

14. General Summary of Function/Purpose of Position

This position functions as an administrative manager of one or more agency-designated, Group 4 sections and manages at least two professionals. The Assistant Director supervises, and direct activities related to the Office of Partnership Districts (OPD) as assigned by the Director of OPD. This position includes supporting the MDE's implementation of Michigan's Top 10 Strategic Education Plan; articulate and enact an overall strategic vision for the MDE's approach to increase academic achievement for students in low-performing schools, and districts assigned to a partnership agreement by the superintendent of public instruction. This position directs department initiatives related to mandated state and federal programs; ensures collaboration between all MDE offices on student-centered supports; communicates regularly with the director of OPD, with other offices, with staff, and with all stakeholders. This position provides leadership and oversight in implementing all aspects of the Office of Partnership Districts, including oversight of state allocations, monitoring effective use of funds and annual reporting requirements for state programs; articulate clear expectations and guidelines for all employees in the office, supporting performance evaluations, and professional learning for staff, with a focus on providing excellent customer service.

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: 30

Provide leadership and oversight in implementing all aspects of the Partnership District systems; provide oversight of state allocations, monitoring of effective use of funds, and annual reporting requirements for state programs.

Individual tasks related to the duty:

- Ensure that recommended strategies, processes, and practices are based on evidence-based models with data to support effectiveness.
- Direct staff to activities to provide evaluation for major projects.
- Recognize and acknowledge the accomplishments of OPD's staff to support districts in reaching their partnership agreement outcomes.
- Make recommendations for new programs/services or revisions of programs and services already in operation.
- Oversee monitoring activities to ensure that MDE remains in compliance.
- Hold staff to a high standard for completing all tasks in an effective and efficient manner.
- Articulate clear expectations and guidelines for all employees in the office.
- Participate in developing budget requests supporting OPD.
- Ensure adherence to legislative mandates.

Duty 2

General Summary:

Percentage: 30

Collaborate with other offices and initiatives in the MDE, and specifically provide time for all staff to collaborate as well. Ensure collaboration between all MDE offices to increase the effective use of funds and minimize state level duplication efforts.

Individual tasks related to the duty:

- Collaborate with Coordinated Supports to ensure the department remains in compliance with federal program requirements.
- Establish regular meetings and workgroups within the office to ensure consistent messaging to partnership districts.
- Advise MDE, school district administrators, and others in planning education improvement and innovations.
- Assist in the development of legislation, policies, goals, and objectives of MDE programs.
- Regularly report progress to the director of the Office of Partnership Districts.
- Collaborate with MDE Communications Office to develop public statements and reports on office program areas.

Duty 3

General Summary:

Percentage: 25

Manage, supervise, and direct all activities related to the Office of Partnership Districts; including supporting MDE's vision, articulating clear expectations and guidelines for all employees, supporting performance evaluations, and providing professional learning opportunities for staff; focus on providing excellent customer service.

Individual tasks related to the duty:

- Select and assign staff ensuring equal employment opportunity in promotion and hiring.
- Coordinate activities, schedule work assignments, set priorities, and direct the work of subordinate employees to provide the maximum service to designated school districts leaders and staff.
- Evaluate employee performance through the review of completed work assignments.
- Ensure that professional learning of staff is current and reflects best practices and is evidence-based.
- Use up-to-date management techniques that encourage teamwork and open communication within the office.
- Develop a communication plan that will facilitate the flow of information across office areas.
- Plan for effective administration of office fiscal resources.
- Complete required employee performance appraisals in a thorough and timely manner.
- Plan staff assignments to complete required activities.
- Model patience and understanding with all constituents.
- Provide accurate, timely, and relevant information to stakeholders, staff, public.

Duty 4

General Summary:

Percentage: 10

Lead and support the implementation of Michigan's Top 10 Strategic Education Plan (SEP). Ensure that work within the Office of Partnership Districts aligns with the state's strategic education plan.

Individual tasks related to the duty:

- Articulate and enact an overall strategic vision for the MDE's approach to increase academic achievement for students in low-performing schools and districts assigned to a partnership agreement by the superintendent of public instruction.
- Ensure that the goals of Michigan's Top 10 Strategic Education Plan align with the goals of the Office of Partnership Districts.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

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 Assistant Director of Partnership Districts is responsible for providing overall leadership and making day-to-day operational decisions related to the activities of the office. The Assistant Director establishes goals, objectives, and priorities and implements relevant policy; works independently interpreting the law, board policies, and board rules in the areas assigned to this program. The Assistant Director is expected to make independent staff evaluations and assignments.

Decisions related to collaboration with other service areas in assigned projects and tasks; initiation of planning and progress meetings involving staff from multiple service areas; identification of issues related to project collaboration.

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

Matters that arise for which there are no clear policy directives or decisions that could be controversial should be brought to the attention of the director of OPD.

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. Some travel required; long periods of sitting in meetings.

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>
BAYNES, JILL R	DEPARTMENTAL MANAGER-4-FZN 15	VACANT	EDUCATION CONSLTNT MGR-5
VACANT	EDUCATION CONSULTANT- A	VACANT	FINANCIAL SPECIALIST-3
VACANT	STUDENT ASSISTANT-E	VACANT	EDUCATION CONSULTANT- E
VACANT	EDUCATION CONSULTANT- E	VACANT	EDUCATION CONSULTANT- A

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?

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

New position to right size the AD position within OPD.

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

Partnership agreements set a new course for the state's lowest performing schools and their improvement process. The goal is to provide support that will help yield improved student academic achievement by identifying schools in need of additional support; drawing up a partnership agreement with the district, and community partners to generate a plan for success; and supporting districts and their partners as they implement their plan.

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:

- Ability to partner and collaborate with other state agencies, local and intermediate school districts, professional associations, institutions of higher education, business, and other community agencies.
- Ability to communicate effectively verbally and in writing and to deliver clear and effective presentations to groups.
- Ability to identify problems and potential concerns and develop creative and innovative solutions.
- Ability to work effectively on teams in support of common objectives.
- Ability to coordinate programs of a complex nature.
- Considerable knowledge of state government organization and functions.
- Ability and willingness to delegate assignment, authority, and responsibility to determine where a task can most appropriately be accomplished and to establish management controls and follow-ups.
- Ability to persuade and motivate others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred Driver's license.

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

5/14/2026

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.

Employee

Date