

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 CONSULTANT-A	10. Division
5. Working Title (What the agency calls the position) Carl D. Perkins Grant Application Process Consultant	11. Section Office of Career and Technical Education (OCTE)
6. Name and Position Code Description of Direct Supervisor KROLL, JILL C; EDUCATION CONSLTNT MGR-5	12. Unit Grant, Assessment, Monitoring, and Evaluation Unit
7. Name and Position Code Description of Second Level Supervisor MILLS, CELENA; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W Allegan, Lansing MI 48933 / M-F, 8 am - 5 pm

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the Carl D. Perkins Grant applications process. This position ensures the regional grant applications meet appropriate federal requirements and leads the Perkins funding formula and Civil Rights Compliance Review targeting process. Incumbent serves as office lead for development of Statements of Work for grants and contracts accordance with office, departmental, state, and federal guidance, guidelines, procedures, and legislation.

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: 60

Oversees and manages the Carl D. Perkins grant application process.

Individual tasks related to the duty:

- Manages, coordinates, and directs a team of professionals in review of Carl D. Perkins grant applications, leading the Perkins Grant Leadership Team to ensure the applications comply with state and federal legislative requirements. Serves as the office representative with the MDE electronic grant systems for the Carl D. Perkins grants and chairs and leads the internal electronic grant application team.
- Leads the development of technical assistance to OCTE staff and regional Perkins grant staff regarding the electronic Perkins grant application.
- Leads, conducts, and coordinates workshops to assist with program improvement strategies and provides technical assistance on Perkins grant applications
- Conducts staff training on the Perkins grant application reviews.
- Serves as a Perkins grant review team leader, annually leading a team review of Perkins CTE grant applications and EOY reports.
- Participates in Civil Rights Compliance reviews, reviewing documentation and facilities to ensure that districts comply with civil rights legislation.
- Leads the Carl D. Perkins Comprehensive Local Needs Assessment and Regional Improvement Plan processes.
- Participates as an expert Perkins grant application member of the OCTE TRAC (monitoring) team and conducts on-site monitoring.

Duty 2

General Summary:

Percentage: 20

Leads the Perkins funding formula and Civil Rights Compliance Review targeting process

Individual tasks related to the duty:

- Determines the appropriate system to verify data accuracy, for funding formula calculations, including spreadsheets, SQL Server, SAS and statistical analysis software in conducting data verification. Also validates accountability data under direction of research consultant.
- Reviews legislation to determine the data management and analysis approach required to accurately generate funding allocations according to formula for federal Perkins Act funding formula distribution.
- Leads the development of and monitor consortia agreements for fiscal agencies according to required federal legislation and advise team leaders when new agreements are necessary.
- Annually, gathers data on all public schools which offer career and technical programs and creates reports to be utilized in the CRCR onsite visit selection process.
- Provides recommendations on the impact of legislative formula on funding over 1,800 Career and Technical Education programs across the state, affecting about 120 districts. Leads Perkins Grant Team Leaders in performing data analysis and research related to funding issues and notifies schools which may have funding withheld due to noncompliance with data reporting requirements.
- Proposes alternative data sets when prescribed data is not available. Consults with federal government liaisons regarding funding issues.
- Constructs alternatives and provides recommendations to administration on the entire funding process. Makes suggestions for improvements.
- Prepares CRCR report on career and technical enrollments by race/ethnicity and gender for each selected school.
- Works with programmers to assure targeting system operates efficiently and accurately

Duty 3

General Summary:

Percentage: 15

Serves as office lead for development of Statements of Work for grants and contracts, Leads and coordinates the development of Statements of Work for grants and contracts for OCTE.

Individual tasks related to the duty:

- Provides recommendations, annual goals, and objectives to OCTE Leadership Team.
- Requests approval of the Superintendent/State Board through supervisor and office director.
- Identifies and selects appropriate staff to be sure the specifications and desired outcomes are clearly communicated.
- Writes Statements of Work for all contracts and grants in consultation with project managers and assures that the boilerplate is in compliance with all state and federal mandates.
- Solicits proposals, conducts pre-proposal meetings, and coordinates review of proposals according to Department protocols for grants coordinated within the office.

Duty 4

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.

- Responsible for leading and coordinating the Carl D. Perkins grant application process
- Determines if an arrangement with an entity requires an RFP or contract in accordance with office, Departmental, State and federal guidance, guidelines and/or procedures and State and federal legislation
- Review and approve grants, grant budgets, regional improvement plans, and related reports
- Review, document, and make recommendations
- Interpret policy and procedure and compliance with law and guidelines
- Conduct onsite reviews of educational agencies and determine compliance of programs, services, activities, or facilities review; document evidence reviewed, and prepare reports as a result of review
- Review and approve compliance plans

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

- Policy changes or recommendations that impact program guidelines
- Interpretation of new or revised legislation that impacts current program procedures, planning, and implementation
- OCTE budget and financial considerations

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.

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):

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|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

This position serves as the recognized resource for the Carl D. Perkins Grant applications process. This position ensures the regional grant applications meet appropriate federal requirements and leads the Perkins funding formula and Civil Rights Compliance Review targeting process. Incumbent also determines if an arrangement with an entity requires an RFP or contract in accordance with office, departmental, state, and federal guidance, guidelines, procedures, and legislation.

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

Duty 3 has a slight functional change, one task removed.

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

The Office of Career and Technical Education provides support and leadership in the development of career and technical education programs for local school districts. Work area responsibilities include data collection, management, and analysis, including measure development for required state and federal reporting in support of program quality and distribution of state school aid and federal Carl D. Perkins funds. Work area responsibilities also include grant and monitoring support. This position provides essential leadership in the area of the Carl D. Perkins grant application, Perkins Comprehensive Local Needs Assessment, Perkins Regional Improvement Plan, the Carl D. Perkins funding formula, and Civil Rights Compliance Review targeting process. This position also serves as the office expert on the RFP and competitive grants/contracts process.

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 education.

EXPERIENCE:

Education Consultant 14

Three years of administrative or consultative experience in the field of K-12 or early childhood education, including one year equivalent to an Education Consultant P13.

Alternate Education and Experience

Education Consultant 11 - 14

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.

Education Consultant 12 - P13

Possession of a doctorate degree in education may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the philosophies, objectives, and techniques in the field of education
- Knowledge of the principles and practices of curriculum planning and instructional methods applicable to elementary and secondary education
- Knowledge of the theories and techniques involved in organizing and implementing education programs
- Knowledge of the laws and regulations pertaining to the field of education
- Knowledge of recent developments and current literature in the field of education
- Knowledge of grant funding and budgeting processes.
- Knowledge of reporting methods related to the work
- Ability to analyze the conditions and needs of local school districts and make recommendations for improvements or corrections accordingly
- Ability to provide leadership in the field of instruction to boards of education and school administrators
- Ability to conduct and participate in workshops, in-service education conferences and public meetings
- Ability to obtain cooperation from teachers, school administrators, the public, and others in carrying out the programs of the Department of Education
- Ability to conduct research, document findings, and interpret results to educators and the public
- Ability to maintain records, and prepared reports and correspondents related to the work
- Ability to communicate effectively with others
- Ability to maintain favorable public relations
- Knowledge of state and federal Departments of Education secondary career and technical education programs, policies, and related laws, rules and regulations, ability to analyze, interpret, and administer the same; good written and verbal communication skills; ability to develop and compute funding formulas and carry out other data analyses; design and generate reports; ability to communicate effectively with programmers and other personnel in development and troubleshooting of web-based systems; work well independently and as a team member; and perform responsibilities under demanding time constraints. Requires great attention to detail and follow through.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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

7/9/2026

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