

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

Position Code 1. DEPTALTAI85Y

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 MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) Educational Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor MCDOUGLE, TIFFANY A; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Cadillac Place 3040 W. Grand Blvd. Ste 5-150 Detroit, Mi 48202-6040 / 8a.m. - 5p.m. Mon - Fri.

14. General Summary of Function/Purpose of Position

The advanced level Education Analyst with the Business Services Center(s) functions as a recognized resource responsible for overseeing the educational requirements for youth in under the care and supervision of MDHHS and to provide technical assistance and consultation to local jurisdictions and Child Caring Institutions within the assigned geographic region. The education analyst provides oversight and guidance to improve education outcomes for youth in foster care. The position will collaborate with Older Youth and Education program office and external partners to increase educational success. The position will develop collaborative relationships with local school districts and/or intermediate school districts in order to best serve children and youth returning to communities from congregate care settings and ensure that educational services are provided. The position will coordinate with Child Care Institutions (CCI) and youth placed at CCIs to make sure education services are being provided and academic credits are being transferred. The position will provide technical assistance to the foster care staff regarding the development of youth's educational goals, planning and implementation of educational plans and/or case planning and will serve as an advocate for youth with the school systems to ensure the appropriate educational services are provided. The position will serve as a technical expert on the educational needs of foster youth who are returning to community settings from CCIs.

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

Recognized resource responsible for providing regional oversight regarding educational policy requirements, programming, training, and technical assistance for youth under the care and supervision of MDHHS.

Individual tasks related to the duty:

- Provide oversight to foster care staff, Child Caring Institution (CCI) staff, education staff, foster parents, and youth regarding education policy and requirements for youth in foster care within the assigned region.
- Research, evaluate, and analyze the educational expectations for children in the K-12 system, and make determinations on the impact these expectations would have on the youth in foster care.
- Research, review, evaluate and propose changes to federal and state law about education that will affect children and youth in foster care.
- Make recommendations to management and department leaders regarding changes to internal policies to align with the federal and state laws about education that will affect children and youth in foster care.
- Ensuring staff at county offices and PAFC's are apprised of educational audits to ensure youth in CCI's receive timely and comprehensive education that meets the credit requirements.
- Collaborating with CCIs and assigned teams to facilitate Family Team Meetings to review the educational goals.
- Ensure timely completion by audit of all cases for 901 forms and SATP within the case file.
- Collaborate with local school districts and/or intermediate school districts to ensure that all state and federal requirements are met.
- Monitor that the education section of MiSACWIS is being updated.
- Respond to inquiries from case workers, supervisors, and youth regarding educational concerns.
- Respond to inquiries from school personnel regarding the educational concerns of foster youth.
- Educational advisor to foster care staff and serve as liaison with educational staff.
- Research and develop trainings based on need.

Duty 2

General Summary:

Percentage: 25

Education Case Planning/Consultation

Individual tasks related to the duty:

- Review education plans for youth in foster care and make recommendations to foster care staff and management regarding changes to align with federal and state guidelines and laws.
- Provide oversight of all transitions from an educational setting, including transition from a child caring institution to ensure all educational expectations align.
- Advocate and support foster youth in obtaining educational services by providing resources, follow-up, and making recommendations for on-going care/review.
- Work with school district foster care liaisons to ensure youth remain in the school of origin when moving foster care placements or are enrolled immediately when having to transfer schools.
- Participate in meetings and help coordinate services as requested, including participation in education best interest determinations, school enrollment, school and record transfers, transportation, educational assessments, class scheduling, and IEP's.
- Make recommendations to Foster Care workers, management, and school staff regarding transition planning, in the best interest of the child/youth.
- Facilitate problem-solving of educational issues with student, school staff, foster parent, case workers, and any others involved in the case, and make recommendations as needed (i.e., resources, etc.)
- Ensure that all federal and state requirements are being followed regarding youth's education.
- Identify the available resources for tutoring and other supportive services.

Duty 3

General Summary:

Percentage: 25

Guide Child Caring Institutions to improve education outcomes.

Individual tasks related to the duty:

- Educational liaison for youth, caseworker, residential facility, and school district.
- Monitor educational outcomes for youth in Child Caring Institutions and provide technical assistance for those facilities not meeting the expectations.
- Provide insight and guidance on the transition between residential facilities and return to the community.
- Work with youth in Child Caring Institutions (CCI) to ensure education services are being provided and academic credit is being obtained and transferred as appropriate:
- Review academic transcripts of all youth in CCIs to see if they are on track to graduate, what services need to be put in place to earn missed credits, and what resources may be beneficial.
- Work with CCI staff, school districts foster care liaisons, and any other school staff to make education plans for youth while in CCIs.
- Collaborate with youth, CCIs, and school districts, when preparing youth to exit CCIs, to ensure the maximum amount of academic credits transfer.

Duty 4

General Summary:

Percentage: 10

Data review, analysis, and reporting of educational outcomes.

Individual tasks related to the duty:

- Consolidates current data, comparative data or projection of trends related to educational outcomes to contribute to new child welfare business process development at a state level and in local jurisdictions across the state.
- Analyze educational data to meet reporting requirements.
- Produce and/or collaborate in development of reporting mechanisms and report regularly regarding the status of indicators of educational outcomes and program policy compliance, ongoing problem resolution, and performance trends.
- Monitor and re-evaluate state and local level process improvements to ensure that changes impacted improvement as intended.
- Identify training needs in local jurisdictions statewide and consult with Older Youth and Education Program Office on current and future training needs for staff.

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

Provide technical assistance on a daily basis in regard to the education issues of children/youth in foster care. Assist foster care staff with problem solving when education issues arise. Information sharing on committees and in working with foster care and education staff. These areas impact foster children, child welfare staff, community stakeholders, and community partners.

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

Supervisor is used to provide checks and balances and to assure objectivity on matters where policy and procedures are absent or insufficient. Supervisor reviews any data reported.

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.

Walking throughout the office area, sitting at a desk for up to 8 hours day with breaks, working at a computer up to 8 hours in a day, lifting and carrying less than 20 pounds, lifting and carrying files to a file cabinet, carrying information packets for presentations in and out of a building, driving less than 8 hours in a 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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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?

Serving as an expert and resource as it relates to education policy requirements, programming, training, technical assistance.

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

This is a newly created position.

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

The function of the work is to service as an educational liaison to the BSC to provide assistance and guidance to foster care staff in order to improve education outcomes for youth in foster care. Also, to provide technical assistance regarding the development of youth's educational goals, planning and implementation of educational plans and serve as an advocate for youth with the school systems to ensure the appropriate educational services are provided.

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:

Three years of professional experience, including one year of experience equivalent to the experience (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

As required by Civil Service job specification.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

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.

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