State of Michigan
Civil Service Commission

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

Position Code
1. EDUCCSTAA45R

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** Educator Excellence, Career Technical Education, Special Education, and Administrative Law (DivECSA)
5. Working Title (What the agency calls the position) Strategic Implementation Consultant	**11. Section** Office of Educator Excellence (OEE)
6. Name and Position Code Description of Direct Supervisor WATSON, DANTE A; EDUCATION CONSLTNT MGR-5	**12. Unit** Workforce Supports Unit (WSU)
7. Name and Position Code Description of Second Level Supervisor PLEHN, CATHERINE A; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 608 W ALLEGAN ST; LANSING, MI 48915 / M-F, 8-5

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the Office of Educator Excellence (OEE) for strategic implementation of major initiatives. This position serves as the recognized resource for implementation of legislativelyrequired or external policy-related activities specific to the work of the OEE. This position also serves as the expert and recognized resource for project leadership and development for implementation of OEE strategic plan initiatives. Lastly, this position serves as the recognized resource for research and internal policy related to the educator workforce.

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**

Responsible for implementation of legislatively required or external policy-related activities specific to the work of the Office of Educator Excellence (OEE).

Individual tasks related to the duty:

- Review proposed or introduced legislative bills to determine relevance, importance and impact on OEE's work and solicit, consolidate and refine OEE feedback as requested by leadership. This includes regularly communicating with supervisor and OEE staff as appropriate.
- Develop and lead project work in response to legislative changes, working closely with project champions.
- Analyze educator workforce related recommendations from partner stakeholders and develop proposals for OEE leadership, including strategic implementation plans.
- Serve on PK-12, educator preparation and professional education organization stakeholder committees and workgroups at OEE leadership's request. This includes but is not limited to sharing information and data with stakeholders and developing related educator workforce policy recommendations.
- Support the process of gathering feedback from a variety of stakeholders, such as PK-12, educator preparation and professional education organization, in support of statutorily required or policy-related activities. This includes strategically identifying key stakeholders, organizing outreach, and aggregating and analyzing feedback.
- Identify necessary data and information required to support legislative and policy development, request data, provide data and information summary and analysis that supports the initiative and represents the Department's position appropriately.
- Develop and lead the process for initiating changes to administrative rule based on changes in statute. Ensure OEE initiatives are supported by administrative rule and statute.
- Maintain complex legislative and administrative rule documentation, including department positions and speaking points, garnering support from other MDE units and offices as appropriate.
- Provide research and data summary/analysis as requested by external partners in support of educator workforce legislative andpolicy development.
- Coordinate with the MDE legislative liaisons to identify relevant bills and respond to legislative requests.

Duty 2

General Summary: **Percentage:** **30**

Responsible for project leadership and development for implementation of the Office of Educator Excellence strategic plan initiatives.

Individual tasks related to the duty:

- Serve as expert and lead the development of office and unit protocols and procedures for the advancement of initiatives and major projects to ensure quality products reach customers. This includes developing and using strategic implementation tools to manage project progress and report to leadership and external stakeholders (i.e., PK-12, educator preparation and professional education organizations).
- Coordinate, plan and lead technical assistance meetings and training for OEE staff to understand project leadership and the associated tools and protocols.
- Lead the process for assisting work areas in determining data and information needs, as well as the impact of their projects and initiatives.
- Maintain accurate records and prepare technical reports and data regarding project leadership and OEE major initiatives.
- Assist the work area in ensuring the level of guidance being produced by OEE is consistent and appropriate for different stakeholder perspectives.
- Support and lead managers and staff in ensuring their projects continue to be aligned with MDE and OEE initiatives strategic plan.
- Lead the identification of potential barriers and coordinate efforts to remove barriers so that projects and initiatives move forward.
- Ensure consistent understanding and messaging to customers in initiative outputs across the units within OEE. This includes working in coordination with the OEE communication and marketing analyst.

Duty 3

General Summary: **Percentage:** **30**

Responsible for research and internal policy related to implementation of the Office of Educator Excellence strategic plan initiatives.

Individual tasks related to the duty:

- Research and analyze national trends regarding preparation, certification, appropriate placement, growth and retention with the purpose of suggesting and drafting policies and new work areas.
- Develop written research summaries to communicate this information with OEE, MDE and stakeholders in the field.
- Coordinate, plan and lead meetings for OEE staff to understand trends in research and policy and how it impacts initiatives.
- Maintain accurate records and prepare technical reports and data to the purposes of using the information to make policy decisions and communicate with a variety of stakeholders, such as PK-12, educator preparation and professional education organization.
- Serve as a liaison to OEE, MDE offices, educator preparation providers, Michigan education associations, PK-12 school districts and other stakeholders regarding OEE initiatives. This includes coordinating within OEE and other MDE offices to leverage existing communication resources to provide information and updates to the field.
- Serve as a resource for communication and to respond to requests for technical assistance from PK-12 districts, educator preparation providers, professional organizations, and other education entities. This includes preparing content for and presenting at conferences, workshops, stakeholder groups and technical assistance meetings.

Duty 4

General Summary: **Percentage:** **10**

Other duties as assigned

Individual tasks related to the duty:

- Act as an office/unit lead on special projects as requested by supervisors and cross-office/unit collaborative initiatives for implementation of MDE priorities.
- Anticipate and recognize other work of the office that needs to get completed and provide necessary support.
- Create technical reports for the director as needed.
- Fulfill data and information requests.
- Prepare correspondence and reports.
- Develop State Board of Education items and Superintendent related forms and materials.

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

- Identification of issues, preparation of agendas, selection of meeting dates and arrangements, and preparation of materials for meetings
- Draft project budgets
- Making recommendations to OEE leadership regarding legislation and rule changes
- Deciding the appropriate level of information in a communication for a constituent
- Advancing project work using established timelines
- Speaking with PK-12, educator preparation and educator organizations

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

- Prepare SBE approval
- Changes in policies or OEE procedures
- Authorizing expenditure for meetings, reviewers, participants attending meetings
- Meeting arrangements at external site
- Changes to project timelines, direction or vision
- Speaking with legislators
- Making recommendations or providing feedback to MDE leadership or the MDE legislative team regarding legislation or rule changes

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.

Substantial computer work daily. Transport of materials and equipment to meetings occasionally. Occasional weekend work and overnight travel.

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):

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?

Duty 1 - 3

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

Changes to reporting structure and minor changes to duties to reflect shifts in terminology and department priority.

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

This position supports the Office of Educator Excellence (OEE) by ensuring quality customer service to stakeholders in the education community by supporting major initiatives in three key areas: legislation, project leadership and development for major initiatives, and internal and external research and policy.

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:

- Ability to organize and coordinate the work of others.
- Ability to set priorities and assign work to other professionals.
- Considerable knowledge of Michigan’s educator workforce systems and administrative rules.
- Skills facilitating group meetings and work groups composed of diverse representatives, both face to face and distance.
- Ability to conduct and participate in workshops, in-service education conferences, and public meetings.
- Ability to conduct research, document findings, and interpret results to educators and the public.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Strong organizing skills.
- Skills in diplomacy and negotiation.
- Competence in computer applications and data-use, particularly internet-based skills.
- Knowledge of reporting methods related to the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan teacher certification preferred, but not required.

Valid driver's license required.

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.

AMANDA SATKOWSKI | 10/23/2026

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