

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

Position Code 1. EDUCCSTEA93R

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-E	10. Division Educator Excellence, Career Technical Education, Special Education, and Administrative Law
5. Working Title (What the agency calls the position) Education Consultant 11-P13	11. Section Office of Career and Technical Education
6. Name and Position Code Description of Direct Supervisor STOVER, STACEY M; EDUCATION CONSLTNT MGR-4	12. Unit Early Middle College Unit
7. Name and Position Code Description of Second Level Supervisor PYLES, BRIAN; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Hannah Blg, 608 W. Allegan, Lansing, MI 48933 / M-F, 8-5

14. General Summary of Function/Purpose of Position

This position is responsible for the development, review, and approval of Early Middle College (EMC) and career and technical education (CTE) EMC instructional programs. The incumbent provides technical assistance to school districts related to EMC and CTE programs of study and works closely with EMC staff, CTE Program Consultants and postsecondary educational institutions to ensure quality programming.

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: 45**

Provides statewide technical assistance on the requirements for state-approved CTE Early/Middle College instructional programs.

Individual tasks related to the duty:

- Provides statewide technical assistance to EMC and CTE EMC secondary and postsecondary staff.
- Conducts review and approval of new CTE EMC program applications in collaboration with CTE program consultants.
- Conducts workshops, presentations on EMC and CTE EMC instructional programs.
- Participates as a member of the Office of Career and Technical Education EMC and CTE EMC committees.
- Serves as liaison with postsecondary education institutions on EMC and CTE EMC instructional program issues.
- Suggests policy changes when necessary.
- Provides assistance to EMC and CTE EMC partners in initiating, establishing, and improving their education programs.
- Conducts State School Aid Section 61(b) CTE EMC planning grant and career cluster strategic planning process.

Duty 2

General Summary: **Percentage: 20**

Monitors EMC and CTE EMC instructional programs.

Individual tasks related to the duty:

- Develops monitoring protocols for EMC and CTE EMC instructional programs.
- Conducts desk audits and/or onsite monitoring to ensure EMCs and CTE EMCs are in compliance.
- Makes recommendations for EMC and CTE EMC program improvement strategies.
- Collaborates with the Department and other state agencies on initiatives that impact EMCs.

Duty 3

General Summary: **Percentage: 20**

Advises and consults on CTE Early/Middle College instructional program principles.

Individual tasks related to the duty:

- Provides technical assistance on college readiness curriculum.
- Serves as technical resource on all EMC and CTE EMC policy, procedures, and curriculum questions.
- Identifies and communicates requirements for successful completion of EMC programs.
- Understands and provides technical support regarding reporting requirements.

Duty 4

General Summary: **Percentage: 10**

Participates as a member on MDE and OCTE teams and other activities.

Individual tasks related to the duty:

- Serves on an OCTE grant team for the review and approval of Perkins grant applications and end of year reports.
- Participate in onsite monitoring activities, including Technical Review, Assistance, and Compliance and Civil Rights Compliance Reviews.

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.

- Recommendations for program improvement
- Reviews applications for new EMCs and make recommendations
- Participates in statewide committees including the Michigan Early Middle College Association

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

- Decisions that impacts current program procedures, planning and implementation.
- OCTE budget and financial considerations.
- Final approval of written communications, announcements and presentation content.
- Travel, conference and workshop participation, both in and out-of-state.

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.

This position requires a considerable amount of time working at a computer, working collaboratively in teams, and intermittent travel (durations of up to 8 hours) to meetings, schools, and career centers around the state, including both the upper and lower peninsulas. Occasional lifting, carrying, and moving of boxes of up to 40lbs.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 is responsible for the development, review, and approval of Early Middle College (EMC) and career and technical education (CTE) EMC instructional programs. The incumbent provides technical assistance to school districts related to EMC and CTE programs of study and works closely with EMC staff, CTE Program Consultants and postsecondary educational institutions to ensure quality programming.

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

Division name updated and box 16 updated to include new information.

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 leadership in the development of Early Middle College and career and technical preparation for local school districts. The EMC Unit provides support and leadership for continuous quality improvement for secondary EMC and CTE EMC education programs provided in local educational agencies. The Unit is responsible for state-level approval, technical assistance, administration, and quality improvement initiatives for EMC and CTE EMC programs for secondary school students. The Unit provides technical assistance for the development of new programs and the administration and improvement of existing programs through program development and monitoring activities. This position has the responsibility of providing technical assistance for the implementation of approved EMC and CTE EMC education programs, professional development activities, and program monitoring.

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 11

No specific type or amount is required.

Education Consultant 12

One year of administrative or consultative experience in the field of K-12 or early childhood education equivalent to the Education Consultant 11.

Education Consultant P13

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

Alternate Education and Experience

Education Consultant 12

Five years of teaching experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize, evaluate, and present information effectively.
- Ability to work cooperatively and maintain favorable public relations.
- Ability to conduct and participate in workshops, in-services, education conferences, and public meetings.
- Ability to maintain accurate records, prepare reports, and compose correspondence.
- Ability to use technology to accomplish and expedite work.
- Ability to communicate effectively.
- Ability to evaluate factors against established criteria, make informed decisions, and demonstrate leadership skills.
- Ability to conduct research, document findings, and interpret results.
- Knowledge of principles of secondary instruction, student and program assessment, career development activities, and secondary career and technical education programs.
- Knowledge of project management, effective time management, cost controls, and adherence to established protocols and required procedures.
- Knowledge of laws and regulations pertaining to the field of CTE and/or EMC.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan 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.

NA

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

DANIEL CLARK

4/26/2024

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