

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 MILEAP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description EDUCATION CONSULTANT-E	10. Division Office of Education Partnerships (OEP)
5. Working Title (What the agency calls the position) Education Consultant	11. Section Out-of-School Time Learning (OSTL) and Camp Licensing
6. Name and Position Code Description of Direct Supervisor PASTOOR, ANDREW; EDUCATION CONSLTNT MGR-4	12. Unit 21st Century Community Learning Centers (CCLC)
7. Name and Position Code Description of Second Level Supervisor LOWER, RICHARD J; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 105 W. Allegan St. Lansing, MI 48933 / Hybrid Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

The function and purpose of this 21st CCLC position are to provide leadership and direction in the development of regulations, rules, procedures, and policies as they relate to 21st CCLC Programs grants and supports for the families of enrolled students. A primary responsibility is the management of state and/or federal funding for major grant programs. The 21st CCLC Education Consultant works with local school districts, and other community-based agencies, on program development, implementation, and evaluation.

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

Assisting in the planning, development, and implementation of safe, appropriate and effective out-of-school time programming. This involves the dissemination of materials and providing technical assistance to administrators and staff regarding parental and community involvement, curriculum development, teaching strategies, and assessment and evaluation of students and programs.

Individual tasks related to the duty:

- Provide technical assistance related to specific program criteria questions through video and telephone conferences, email, webinars, workshops and other means.
- Clarify meeting formats, dates and logistics and content for training and technical assistance efforts.
- Assist in planning annual conferences and one-time events for the out-of-school time community, and present at them, as needed.
- Identify appropriate research materials to inform variety of issues related to out-of-school time programs.
- Work collaboratively across units within the department to formulate policies and inform practice in the transition of students from classroom to out-of-school time programs to improve student achievement, and other outcomes.

Duty 2

General Summary:

Percentage: 40

Assisting in the management of out-of-school time programs, including grant allocations. This includes the development, review, and improvement of grant applications and reports, through technical assistance procedures and programs, on-site monitoring visits, and development of reports for funding sources for the State Board of Education, the Legislature, and other governmental units. In addition, reports, proposals, and position statements are developed for funding agencies, both public and private, and other relevant agencies and organizations. This position requires extensive writing and editing of documents and communication to clearly articulate legislative and policy intent.

Individual tasks related to the duty:

- Monitoring visits including classroom observation, staff/parent interviews, and administrative process review.
- Monitoring of fiscal, program, and administrative processes and grant compliance through the use of a variety of computer-based systems.
- Leadership in the dissemination and monitoring of programs, including personal knowledge of federal and state requirements, innovative collaborative service delivery models, and state and national program guidelines in the areas of adult learning, recreation, and parent education and support.
- Coordination with other grant programs assigned to the area. This requires negotiation with the funding sources, assistance to internal units, and external support to agencies and school awarded grants.
- Gather data and use appropriate software (for example Microsoft Excel) to compile reports of grant program compliance and reports to a variety of national data collection sources.
- Design oversight and monitoring of statewide program evaluation efforts.

Duty 3

General Summary:

Percentage: 20

Assisting in the improvement and expansion of statewide out-of-school time programs through coordination and collaboration. This includes representing the Department, service area and/or unit in settings that include legislators, parents, child and family advocacy groups, school district and agency advisory committee/board members, and public and private district/agency program staff.

Individual tasks related to the duty:

- Represent Michigan on state and/or national initiatives.
- Attend meetings and provide leadership to statewide and national out-of-school time organizations by phone, videoconference, and in person as needed.
- Consult and advise state and local private agencies regarding out-of-school time programs.
- Presentations at state and national out-of-school time conferences as needed.
- Attend meetings and functions of the offices within the department to bridge relationships and align work on similar initiatives, including: strategic planning; annual work plan development; and accountability systems development and implementation.
- Work collaboratively with other state and federal agencies to promote out-of-school time programs.
- Other duties as assigned.

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

- Advise and counsel subgrantees requesting assistance.
- Provide technical assistance about the grant and application process to potential applicants.

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

- Policy issues related to afterschool, out-of-school time and/or extended learning programs.
- Responses to deputy director, department director, governor or legislators, the federal government and inquiries about the grant programs.
- Content of presentations to groups.

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.

Some travel required, including overnight travel. Significant computer screen time daily.

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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| ☐ 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?

To provide consultative services and program development activities to intermediate school districts, local education agencies, child care facilities and other agencies in their efforts to provide effective programs for students and their families; to lead activities related to one or more of the program's grant initiatives; to provide training and technical assistance to subgrantees related to state and/or federal legislation as well as State Board of Education standards; to perform other duties as assigned.

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

Update to reflect the transition to MiLEAP as well as minor wording updates. Core duties remains the same.

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

The Division of Out-of-School Time (OST) Learning and Camp Licensing provides information, consultation, and resources to families, educators, and communities concerned with the progress and development of children, youth and their families so that they will be prepared to succeed in school and in life. Staff manage federal and state grant programs and consult on 21st CCLC/OST programs (i.e., before-school, after-school, and summer) for K-12 students with a variety of providers, including local school districts, public school academies, intermediate school districts, and a myriad of non-profit and for-profit community-based organizations. In addition, the State of Michigan regulates children's day, residential, troop and travel camps and this division provides for the safety and protection of children through camp licensing and regulation of child care organizations, as well as establishment of camp standards for those organizations.

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:

- Skillset for in providing consultative services to a wide provider base of OST programs/services.
- Knowledge of the research and evidence base of OST learning.
- Knowledge of the laws and regulations pertaining to 21st CCLC (ESSA, Title I, Title IV, Part B; IDEA, Part B; Perkins V; State School Aid, Section 31a; and State School Aid Act, Section 32n are all preferred).
- Skillset for making presentations to large groups.
- Ability for high level of communication skills, especially writing quality and effectiveness.
- Ability to work with and on behalf of a diverse group of people and organizations.
- Knowledge of current state level OST system building efforts and grant funded opportunities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License preferred.
- Current or past possession of a teaching certificate, comparable to the one issued in Michigan, is preferred.
- At least one year of experience administering an out-of-school time program, is preferred.

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.

MICHAELA CAREY

6/24/2026

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