

**State of Michigan
Civil Service Commission**

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

Position Code

1. STDDADM1

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 State Administrative Manager 15	10. Division Division of Educator Excellence, Career Technical Education, Special Education, and Administrative L
5. Working Title (What the agency calls the position) Head of Schools	11. Section Office of Special Education
6. Name and Position Code Description of Direct Supervisor RINK, TERI L; STATE OFFICE ADMINISTRATOR	12. Unit Michigan School for the Deaf
7. Name and Position Code Description of Second Level Supervisor HARMALA, MICHELE A; DEPUTY SUPINTENDENT	13. Work Location (City and Address)/Hours of Work 1235 W. Court St., Flint, MI 48503 / 8:00 am - 5:00 pm, Monday - Friday

14. General Summary of Function/Purpose of Position

This position directs and manages all functions of the Michigan School for the Deaf (MSD) campus including direct programs and services to MSD students, statewide outreach services to students of the deaf or hard of hearing community, campus central office functions, and facility maintenance. Additionally, this position also manages and facilitates all MSD communication between intermediate school districts (ISD), local school districts, student's parents and the deaf and hard of hearing communities and serves as the point of contact for the Office of Special Education (OSE). Lastly, this position oversees the residential programming at MSD. This position serves as a second-line professional manager, supervising the School Principal 14, Departmental Analyst 12 (HR Liaison), Departmental Manager 14 (Youth Dorm Manager), and Department Manager 13 (Business Manager).

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: 50

Direct and supervise staff at the Michigan School for the Deaf to ensure all academic programs and services achieve required outcomes and are in compliance with state and federal statutory and regulatory requirements.

Individual tasks related to the duty:

- Directs daily operations including academic, special education, residential living, athletics/activities, business, and human resources.
- Facilitating leadership team meetings to discussing operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.
- Evaluate direct staff performance, provide coaching, and identify professional development and training needs to ensure professional growth and development.
- Supervise the selection and assignment of staff, ensuring equal employment opportunity in hiring and promotion, and identifying individual and whole staff development needs and developing training plans. Ensure proper labor relations and conditions of employment are maintained according to civil service rules and regulations, collective bargaining agreements, and MSD and MDE work rules.
- Oversee and ensure instructional staff meet the requirements of law, are evaluated in relation to professional standards and student performance and are provided with professional development as needed.
- Oversee and ensure procedural safeguards under the Individuals with Disabilities Education Act (IDEA) are provided, to students and families, individualized education programs (IEP) are developed and implemented based on student needs, and all requirements are met.
- Directs and participates in the revision, development, interpretation, evaluation and recommendation of policies and procedures that are aligned with federal regulations and state rules governing special education.
- Directs school programs to ensure a strong focus on student achievement for both academic and functional outcomes by implementing appropriate and compliant curriculums and supports for all grade levels. Including transition planning and services to support graduation and successful post-school outcomes for all students
- Oversee and ensure that the school environment supports behavioral growth and social skills through the implementation of Positive Behavioral Intervention & Supports (PBIS) and Multi-Tiered System of Supports (MTSS).
- Participate and represent the MSD management leadership team during Union Labor Management meetings and Labor Relations meetings and/or hearings. Oversee and ensure curriculum is aligned with State of Michigan Curriculum Framework, including grade level content expectations and any legislative requirements by providing professional development and observation feedback.
- Lead MSD through the development of a language policy and ensure consistent implementation of the finalized language policy.
- Manage and implement changes to MSD policies as a result of litigation, lawsuits, Due Process hearings, state complaints, or Office of Civil Rights complaints .
- Plan, organize, direct, coordinate, and evaluate service delivery through the IEP and develop improvement plans, as necessary.
- Directs and controls the selection of curriculum to ensure curriculum is aligned with State of Michigan Curriculum Framework, including grade level content expectations and any legislative requirements by providing professional development and observation feedback.
- Direct and monitor the assigned work activities of staff that report to this position

Duty 2

Manage and facilitate MSD communication between intermediate school districts (ISD), local school districts, student's parents and the deaf and hard of hearing communities as well as communication internally within MSD.

Individual tasks related to the duty:

- Serve as the liaison between the MSD and ISDs, local school districts, parents of students at MSD and the deaf and hard of hearing communities to promote MSD as the go to education option for student who are Deaf and hard of hearing.
- Serve as the MSD point of contact who communicates directly with the MDE Office of Special Education.
- Develop relationships with ISDs, local school districts, student's parents and the deaf and hard of hearing communities and ensure consistent messages and strategies, when appropriate.
- Confers with officials and state and local agencies, legislators, professional organizations, and interest groups on matters relating to the education of students who are Deaf and hard of hearing.
- Research, develop, and recommend policy and procedures concerning MSD and public relations activities.
- Participates in LEAD-K committees to ensure the successful implementation at MSD.
- Oversight of MSDs internal communications, staff meetings and internal and public websites.
- Research, develop and recommend as appropriate on all crisis communications and the overall protocol and procedure for all vital communications, as well as deliver all time sensitive and crucial crisis communication in a professional manner
- Facilitate strategic planning and make recommendations for activities in alignment with MSD's vision, mission and goals
- Directs and coordinate MSD special event involvement and requests.

Duty 3

Facilitate school improvement, including diversity, equity, and inclusion initiatives. Other duties assigned

Individual tasks related to the duty:

- The incumbent may have unsupervised access to controlled substances
- The position will disperse medication to students when the school nurse is not available.

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

- The delivery of direct programs and services to students who are deaf or hard of hearing
- Oversight of residential programs and school curriculum

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

Decisions requiring changes to MSD policies and procedures as well as changes to strategic direction that would alter MSD's vision, mission and/or goals. Legislative and politically sensitive matters.

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.

Typical school environment. No unusual physical demands or environmental conditions. The incumbent may have unsupervised access to controlled substances.

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 checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |

Y

Y Approve time and attendance.

Y Provide guidance on work methods.

Y Orally reprimand.

Y 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 directs and manages all functions of the Michigan School for the Deaf (MSD) campus including direct programs and services to MSD students, statewide outreach services to students of the deaf or hard of hearing community, campus central office functions, and facility maintenance. Additionally, this position also manages and facilitates all MSD communication between intermediate school districts (ISD), local school districts, student's parents and the deaf and hard of hearing communities and serves as the point of contact for the Office of Special Education (OSE). Lastly, this position oversees the residential programming at MSD. This position serves as a second-line professional manager, supervising the School Principal 14, Departmental Analyst 12 (HR Liaison), Departmental Manager 14 (Youth Dorm Manager), and Department Manager 13 (Business Manager).

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

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

The work area is the academic and central office of the Michigan School for the Deaf. This position has oversight of MSD and manage and direct academic and operational work throughout the school.

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:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

Preferred: Approval in Michigan as Supervisor or Director of Special Education

Preferred: The ability to communicate using American Sign Language as prescribed and measured by the Sign Language Proficiency Interview (SLPI) assessment .

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of state and federal laws and regulations related to the delivery of special education programs and services.
- Extensive knowledge of training and supervisory techniques.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, trainings budgeting, and reporting,
- Thorough knowledge of labor relations, equal employment opportunity practices, and affirmative action.
- Ability to analyze and appraise facts and precedents in making administrative decisions.
- Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

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

_____ 10/4/2024

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