

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Children's Services Administration - Bureau of Juvenile Justice
<b>4. Civil Service Position Code Description</b> Special Education Teacher-E	<b>10. Division</b> Juvenile Justice Programs
<b>5. Working Title (What the agency calls the position)</b> Special Education Teacher	<b>11. Section</b> Michigan Youth Treatment Center (MYTC)
<b>6. Name and Position Code Description of Direct Supervisor</b> STUART, IAN; SCHOOL PRINCIPAL-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BOOSE, TERRIA K; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 400 N. Rose Street, Mt. Clemens, MI. / 8-5
<b>14. General Summary of Function/Purpose of Position</b>  To provide academic assessment and education services to youth in a secure detention and treatment center. To work as part of a staff team to assess youth and group development and actively participate in the creation and implementation of strategies to further a youth's progress toward a positive lifestyle. To facilitate and/or supervise youth activities in and outside of the classroom as determined by a team decision making process.	

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 education activities.

**Individual tasks related to the duty:**

- Performs assessment to determine appropriate grade level assignments.
- Teaches classes at the elementary or secondary level, in academic, elective or special subjects within: Specific areas of specialty and specific content areas.
- Teaches life skills and vocational education classes as required.
- Selects, prepares, adapts, and delivers texts and instructional materials within the framework of approved courses and texts using the Edgenuity program and other approved material.
- Develops suitable curricula and effective teaching methods based on assessment of students' needs.
- Evaluates students' academic and behavioral progress.
- Supervises students in classrooms, school buildings, and social-curricular activities.
- Develops educational plans for the individual student.
- Teaches desirable study, work, and recreational habits by providing pupils with opportunities for which they are best suited.
- Creates and maintains student records and prepares reports relative to the work.
- Participates in teacher training as required.
- Maintains records and prepares reports and correspondence related to the work.
- Perform all grant related educational services, including: Maintenance and administration of the Title I reading lab and coordination of Grad Point computers and usage.
- Performs related work as assigned.

**Duty 2**

**General Summary:**

**Percentage: 30**

Ancillary education activities.

**Individual tasks related to the duty:**

- Refer to and coordinate with specialized service providers including: Speech Therapists, Language Therapists, Occupational Therapists, Tutors (including specialized tutors such as Dyslexia Tutors), School Social Workers, and School Psychologists. For the provision of services and inclusion of findings into the youth's daily education, education plans, and treatment regimen if applicable.
- Oversee the appropriate and beneficial use of education computers, including: General education use computers, Grad Point computers, Title I computers.
- Coordinate with community service and other organizations for specialized education of youth, including: Family planning organizations, Public Health Departments, and Self-Help Groups (AA, NA, etc.).
- Administer specialized testing, such as the ACT.
- Administer various educational teams and meetings, and assume roles that include but are not limited to the following: Individualized Education Plan Conference - Act as case manager for youth as assigned by the MYTC Director, contact and schedule all required attendees, direct the meeting, settle on findings and conclusions, and prepare the final report. Individualized Education Program Team - An educational team including teachers, facility staff, parent/legal guardian, school social worker, school psychologist, and the youth that is responsible to. Multi-Disciplinary Team - Determine a youth's eligibility for special education services. Student Support Team - An educational intervention team including teachers, facility staff, parent/legal guardian, and the youth that is responsible to: Gather information on a youth. Develop an intervention plan to remediate the presenting problem. Evaluate effectiveness of services. Make needed recommendations.
- Arrange for surrogate parents as required.
- Prepares and maintains reports required by program and legal mandate.
- All other duties as assigned.

**Duty 3****General Summary:****Percentage: 10**

Ancillary non-education activities.

**Individual tasks related to the duty:**

- Attend and participate in weekly staff team meetings and actively participate in the review of youth progress and the development of intervention strategies.
- Coordinates group and individual behavioral management with staff team.
- Logging significant events in an appropriate logbook.
- Make referrals for services such as: Medical, Psychological, and Psychiatric.
- Uphold, follow, and report violations of MYTC, BJJ, and DHHS policies and DHHS and Civil Service work rules.
- Perform all duties required of a direct care worker, including: physically restraining youth, applying mechanical restraints to youth, logging significant events in the appropriate logbook, reporting extraordinary events to the shift supervisor and completing incident reports as necessary
- Provide direct supervision to youth or group such as: assigned by supervision, including off ground trips and visits, necessary due to emergencies or staffing shortage.
- Assists in the orientation of new staff
- Attends and successfully participates in training as available, including all mandate direct staff training.
- All other duties as assigned.

**Duty 4****General Summary:****Percentage: 10**

Grant administration

**Individual tasks related to the duty:**

- Oversee the administration of all education grants, including the procurement of materials, budget preparation and reports.
- All 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.**

- All tasks listed in duties 1 through 3 above.
- Assigning work to youth.
- Arrangement of classroom materials.
- Review of youth's work and progress.
- Development and implementation of team strategies that affect youth and the group.
- Logging.

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

- Changes in class time schedules.
- Coordination of off group trips.
- Program and educational records and reports.

**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.**

Work is performed with up to a specifically assigned number of juvenile delinquents at a time in:

- An academic classroom setting.
- Throughout the facility and grounds of MYTC
- Off ground in various locations.

This position is considered a direct care staff member and is responsible for physically and mechanically restraining youth, which would require being in good physical health.

**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"/>   | Provide formal written counseling. | <input type="checkbox"/>   | Approve work. |

N		N	
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?

Special education teacher at the MYTC JJ Facility.

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

N/A

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

Juvenile Justice facility. This position is to provide academic assessment and education services to youth in a secure detention and treatment center. To work as part of a staff team to assess youth and group development and actively participate in the creation and implementation of strategies to further a youth's progress toward a positive lifestyle. To facilitate and / or supervise youth activities in and outside of the classroom as determined by a team decision making process.

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 special education or a field of K-12 education.

**EXPERIENCE:**

**Special Education Teacher P11**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service job specification. In addition:

- Must be able to interact with both male and female juveniles possessing emotional and/or social deficits.
- Must be able to communicate and work cooperatively with a variety of other professional disciplines.
- Must be computer literate.
- Considerable knowledge of the principles and practices of teaching.
- Considerable knowledge of subjects and activities required in the field of specialization.
- Considerable knowledge of instructional methods applicable to the field of specialization.
- Considerable knowledge of the texts, materials, supplies and equipment necessary in carrying out educational or recreational programs.
- Considerable knowledge of current literature, trends and sources of information in the field of education.
- Ability to evaluate critically the educational achievements of students and to give assignments according to their interests and ability.
- Ability to prepare lesson plans and organize a meaningful instructional program.
- Ability to prepare examinations to test the attainment of students.
- Ability to interpret the results of tests.
- Ability to maintain discipline and to get along well and develop rapport with handicapped children.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.

*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:**

Possession of current Michigan teacher's certificate (or equivalent) with a special education endorsement in autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or health impairment, speech and language impairment, and/or visual impairment.

**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.***

CANDACE EWING

4/9/2025

\_\_\_\_\_  
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