

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. EDUCCSTAA41R

## 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> EDUCATION
<b>3. Employee Identification Number</b>  	<b>9. Bureau (Institution, Board, or Commission)</b>  
<b>4. Civil Service Position Code Description</b> EDUCATION CONSULTANT-A	<b>10. Division</b> Division of Assessment, School Improvement, and Systems Support
<b>5. Working Title (What the agency calls the position)</b> Test Administration and Reporting Consultant (Secondary Grades Emphasis)	<b>11. Section</b> Office of Educational Assessment and Accountability
<b>6. Name and Position Code Description of Direct Supervisor</b> GOHS, PHOEBE J; EDUCATION CONSLTNT MGR-5	<b>12. Unit</b> Test Administration and Reporting
<b>7. Name and Position Code Description of Second Level Supervisor</b> CERMAK, KATHERINE K; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 608 W. Allegan Street, Lansing / 8:00 am - 5:00 pm / Hybrid Schedule

**14. General Summary of Function/Purpose of Position**

This position serves as the recognized resource for the administration and reporting of state administered general assessments in the secondary grades, including PSAT 8/9 in eighth grade. State general assessments are administered in both online and paper/pencil modes. The state general assessments currently include the Michigan Student Test of Educational Progress (M-STEP), Early Literacy and Mathematics Benchmark assessments, PSAT 8/9, PSAT 10, the Michigan Merit Examination (M-STEP, SAT, and WIN Work Skills Readiness Assessment, and interim/benchmark assessments. The actual assessment portfolio at any given time is dependent on current state and federal law.

**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: 55**

Serve as the recognized resource for test administration in the secondary grades.

**Individual tasks related to the duty:**

- Functions, in collaboration with the OEAA Project Management Team, as the primary point of contact between OEAA and stakeholders for the administration of state general assessments in the secondary grades.
- Serve as the primary point of contact for administrative questions and inquiries related to state general assessments.
- Develops and approves test administration manuals, test directions, and other supporting test administration documentation.
- Ensures that all test administration is carried out in compliance with relevant policies and standards.
- Ensures all paper/pencil and online test materials and supporting systems are error free, of high quality, and available according to project schedules.
- Ensures timely communications relating to test administration and reporting are disseminated to the appropriate audiences.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serves as the recognized resource that provides schools, parents, and other educational stakeholders with state administered assessment training.

**Individual tasks related to the duty:**

- Develops materials to train school and district test coordinators in their duties to support test administration and reporting. Provides the applicable training materials.
- Consults with ISDs and secondary school staff to implement training procedures through statewide and regional trainings, teleconferences, and web conferences.
- Conducts training and focus group workshops and presents at conferences on matters of state assessments.
- Makes presentations to diverse stakeholder groups concerning all aspects of state assessment administration and reporting.
- Collaborates with OEAA staff to design and approve training material for interpreting and using assessment results.

**Duty 3**

**General Summary:**

**Percentage: 20**

Coordinates the reporting of assessment results in the secondary grades to schools, parents, students, and the public.

**Individual tasks related to the duty:**

- Develops and oversees project plans to ensure timely reporting of assessment results in collaboration with the OEAA Project Management Team.
- Consults with educators and MDE offices on the design of reports and reporting formats.
- Develops materials to train and support users of the reports.
- Collaborates with reporting vendors and OEAA staff to ensure systems, procedures, and methods of accessing results are user-friendly while maintaining test security.
- Ensures that all reports and supporting systems are error free, of high quality, and available according to project schedules.
- Functions as the primary point of contact for questions relating to the reporting of state assessment results.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- 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.**

Decisions necessary for the execution of duties, tasks, and assignments that comply with ethical codes, laws, and legal guidelines, within the limitations of Section 17 below. These types of decisions affect K-12 students, their parents and educators, as well as the accountability scorecard reporting of schools and districts. Uses independent judgement to define administration and reporting deliverables and schedules affecting OEAA staff and external vendors. Accuracy of work and attention to detail are critical.

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

Policy initiatives, program initiatives requiring budgetary support, and issues that are sensitive and/or require interpretation of either board policy or legislative intent. These types of decisions include but are not limited to:

- Changes in administration design or report modifications that negatively impact pre-established timelines or reporting of results to students, parents, and the public.
- Decisions that will have significant impact on policy and/or processes in functional areas outside of the Test Administration and Reporting unit.
- Budget changes (increases or decreases), schedule delays, or project scope modifications.

**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.**

Tight timelines and deadlines add stress to this position because of the high stakes and visible nature of assessments and accountability. There is a high level of scrutiny from the Legislature, Governor, and the public.

Travel, including overnight, is required.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 serves as the recognized resource for the administration and reporting of state administered general assessments in the secondary grades, including PSAT 8/9 in eighth grade. State general assessments are administered in both online and paper/pencil modes. The state general assessments currently include the Michigan Student Test of Educational Progress (M-STEP), Early Literacy and Mathematics Benchmark assessments, PSAT 8/9, PSAT 10, the Michigan Merit Examination (M-STEP, SAT, and WIN Work Skills Readiness Assessment, and interim/benchmark assessments. The actual assessment portfolio at any given time is dependent on current state and federal law.

**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 Office of Educational Assessment and Accountability (OEAA) develops and administers K-12 assessments in Michigan. The Test Administration and Reporting Consultant is responsible for overseeing the sound administration and reporting of assessment results of K-12 general state assessments. The Test Administration and Reporting Consultant serves as a team member to OEAA and other MDE staff who, together provide the expertise and leadership in meeting the test administration and reporting needs of the educational community and other end users.

**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:**

- Knowledge of educational assessment and accountability systems, including large scale assessment methodologies, standards, and industry best practices.
- Knowledge of modern developments, trends, and theories in education, evaluation, and assessment.
- Knowledge of project management tools and processes
- Knowledge of reporting methods related to the work.
- Knowledge of state and federal laws pertaining to education.
- Ability to analyze and evaluate data
- Ability to conduct and participate in workshops, in-service education conferences, and public meetings
- Ability to maintain records, and prepare reports and correspondence related to the work
- Ability to communicate effectively with others, both verbally and in writing.
- Ability to maintain favorable public relations
- Ability to work in a team environment involving multiple organizations
- Ability to resolve conflicting high priority requirements
- Ability to organize and coordinate the work of others
- Ability to set priorities and assign work to other professionals

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- A valid Driver's License is preferred.
- The preferred candidate will have experience coordinating and administering large scale assessments in a high school setting.

**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.***

\_\_\_\_\_  
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