

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-A	10. Division Superintendent's Office
5. Working Title (What the agency calls the position) Partnership Agreement Liaison	11. Section Office of Partnership Districts (OPD)
6. Name and Position Code Description of Direct Supervisor DIXON, YVONNE R; EDUCATION CONSLTNT MGR-5	12. Unit
7. Name and Position Code Description of Second Level Supervisor DIXON, YVONNE R; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work John Hannah Building, 608 W. Allegan, Lansing / 8:00am–5:00pm M-F, hybrid and remote work schedule

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for assigned school districts (see attached chart). This position serves as the Partnership Agreement Liaison (PAL) to provide services to support the partnership district initiatives. Responsibilities of the position include working with identified Local Education Agencies (LEAs), Public School Academies (PSA), district partners i.e., Intermediate School Districts (ISDs), other educational agencies, and community organizations to promote collaboration and networking to meet individual district needs. This position includes working in collaborative teams to help ensure that goals, benchmarks and outcomes identified in the district's partnership agreement are met within the defined time frame.

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: 30

Serve as the recognized resource and functions as liaison and point of contact for the Michigan Department of Education (MDE) for partnership districts.

Individual tasks related to the duty:

- Represent the MDE on committees that support partnership districts as needed.
- Perform as the connection/link between partnership districts and all MDE initiatives impacting the partnership districts.
- Conduct and participate in the introductory contact meetings/calls between the MDE and partnership districts.
- Coordinate conversations regarding the requirement components of the partnership agreement.

Duty 2

General Summary:

Percentage: 30

Serve as the recognized resource and provide assistance and technical support to districts upon request.

Individual tasks related to the duty:

- Collaborate with districts and partners to develop the district's partnership agreement.
- Visit school districts, participate in onsite reviews, or other work with the districts as requested to consultant and advise on the partnership agreement initiatives.
- Facilitate meetings and gatherings as needed with school personnel, the MDE, and community organization partners on the partnership agreement initiatives.

Duty 3

General Summary:

Percentage: 15

Build and maintain relationships and communications between districts, partners, and appropriate stakeholders.

Individual tasks related to the duty:

- Develop relationships and build coalitions with district and community leaders.
- Facilitate networking among the districts and their partners.
- Present at MDE sponsored and MDE partner meetings and conferences on the partnership initiative and related topics.
- Maintain communication protocols addressing partnership district's request.

Duty 4

General Summary:

Percentage: 10

Develop, identify, and/or provide resources for partners to support partnership agreement goals as needed.

Individual tasks related to the duty:

- Provide assistance and advice to districts in the identification and analysis of needed resources.
- Maintain in-depth knowledge of assigned partnership schools to better assist the identification and acquisition of appropriate resources.

Duty 5

General Summary:

Percentage: 10

Develop and align MDE partnership district protocols and systems.

Individual tasks related to the duty:

- Develop protocols and tools as needed to enhance productivity of the partnership initiative.
- Facilitate the streamlining of reporting requirements and other MDE processes to help provide time for district leaders to focus on the attainment of partnership agreement goals.
- Facilitate the removal of barriers that may impede a district's progress in meeting their identified partnership agreement tasks and goals.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

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.

The types of decisions made independently include scheduling and facilitating meetings; assisting in the development of the district's partnership agreement; and assisting districts with the implementation of their agreement components, and networking to meet local needs. This position includes working in collaborative teams to help ensure that goals identified in the partnership agreement are met within the defined time frame.

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

The types of decisions that require the supervisor's review are situations that are unclear or in which protocols or procedures have not yet been established.

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.

Physical activities include standing, sitting, walking and traveling. The position involves travel to districts and may involve visits to individual schools; weather and driving time are significant factors. Overnight stays may also be required periodically.

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?

This position serves as the recognized resource for assigned school districts (see attached chart). This position serves as the Partnership Agreement Liaison (PAL) to provide services to support the partnership district initiatives. Responsibilities of the position include working with identified Local Education Agencies (LEAs), Public School Academies (PSA), district partners i.e., Intermediate School Districts (ISDs), other educational agencies, and community organizations to promote collaboration and networking to meet individual district needs. This position includes working in collaborative teams to help ensure that goals, benchmarks and outcomes identified in the district's partnership agreement are met within the defined time frame.

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

New position.

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

The partnership model sets a course for the state's lowest performing schools and their improvement process. The goal is to provide support that will help yield improved student academic achievement by identifying schools in need of additional support; developing a partnership agreement with the district, and community partners to generate a plan for success; and supporting districts and their partners as they implement their partnership agreement.

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:

Ability to work effectively in a team.

Ability to build positive and trusting relationships with stakeholders.

Excellent communication skills, including oral, written, and listening skills, the ability to provide constructive feedback, interpersonal and small group communication skills, and facilitation skills.

Critical thinking skills, including the ability to analyze and solve problems.

Ability to work within project management frameworks.

Change management skills, including: the ability to adapt to new situations, the ability to help others adapt to change, and view that change as positive.

An understanding of basic research methods, including the ability to collect and analyze data, interpret information and generalize.

Demonstrated understanding of assessment methods, educational evaluation, and school improvement processes.

Excellent organizational, time management, and strategic planning abilities.

Basic technology skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid 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.

Appointing Authority

8/14/2026

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