

State of Michigan
Civil Service Commission

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

Position Code
1. EDUCCSTE

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) P-20 System and Student Transitions
4. Civil Service Position Code Description Education Consultant-E	10. Division Office of Great Start
5. Working Title (What the agency calls the position) Education Consultant for Preschool	11. Section Preschool and Out of School Time Learning
6. Name and Position Code Description of Direct Supervisor SARGENT, PATRICIA K; EDUCATION CONSLTNT MGR-4	12. Unit Great Start Readiness Program
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 MDE, Hannah Building, Lansing, MI / 8:00 to 5:00 p.m

14. General Summary of Function/Purpose of Position

This position provides consultative and administrative leadership and direction in the development of regulations, rules, procedures, standards, and policies as they relate to education for young children and their families. This position will share responsibility for the management of state and/or federal funding for preschool grant programs, including the Great Start Readiness Program. The consultant works with intermediate school districts, local school districts, community-based organizations, and other 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 early childhood development programs. This involves the dissemination of materials and provision of 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 email, telephone conferences, webinars, workshops, and other means.
- Clarify meeting formats, dates, logistics, and content for training and technical assistance efforts presented both in-person and virtually.
- Assist in planning face-to-face and virtual convenings for the preschool provider community, and present at them, as needed.
- Identify appropriate research materials to inform on a variety of issues related to early childhood education.
- Work collaboratively across units within the department and across departments to formulate policies and inform practice with regard to programs for young children and families.

Duty 2

General Summary:

Percentage: 40

Consulting and administering of early childhood grant programs, including the Great Start Readiness Program. This includes the development, review, and improvement of grant applications and reports through technical assistance procedures and programs, desk and on-site monitoring visits, and development of reports for funding sources, 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. The position requires extensive writing and editing of documents and communication to clearly articulate legislative and policy intent.

Individual tasks related to the duty:

- Desk and on-site monitoring visits.
- Leadership in dissemination and monitoring of programs, including personal knowledge of state and federal requirements, innovative collaborative service delivery models, and state and national program standards for preschool.
- Coordination with other grant programs that further the goals of preschool (e.g., Early Childhood Special Education, early reading and math initiatives, early intervention, out-of-school time). This requires negotiation with the funding sources, assistance to internal Department of Education units, and external support to agencies and schools awarded grants.
- Gather data and compile reports of grant program compliance and reports to a variety of national data collection sources.

Duty 3

General Summary:

Percentage: 20

Assisting in the improvement and expansion of statewide early childhood education programs through interprogram and interagency coordination and collaboration. This includes representing the Department, service area and/or unit in settings that include legislators, parents, and 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 early childhood education organizations by webinar, phone, virtual attendance, and in person as needed.
- Consult and advise state and local private agencies regarding early education programs.
- Presentations at statewide early childhood conferences and webinars as needed.
- Attend meetings and functions of the offices within the department to bridge relationships and align work on similar initiatives, including:
 - o Strategic Planning;
 - o Annual Work Plan Development; and
 - o Accountability systems development and implementation.
- Work collaboratively with other state and federal agencies to promote the education of young children (e.g., Early Childhood Investment Corporation, Head Start, Department of Health and Human Services, Child Care Bureau).
- 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 consult with intermediate school districts, school districts, community-based organizations and agencies requesting service.
- Determine need for revisions in grant applications for preschool programs.
- Content of presentations to groups.

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

- Policy issues related to early childhood programs.
- Information or items for the State Board of Education.
- Responses to superintendent, governor, or legislators and inquiries about the grant programs.

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):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

To provide consultative and administrative services and program development activities to intermediate school districts, local school districts, community-based organizations, and other agencies in their efforts to provide effective programs for young children and their families; to lead activities related to one or more preschool grant initiatives; to provide training and technical assistance to grantees related to state and/or federal preschool legislation as well as State Board of Education early childhood 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.

New establishment.

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

The Office of Great Start (OGS)/Office of Preschool and Out-of-School Time Learning (P&OSTL) 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. P&OSTL manages federal and state grant programs and consults with preschool programs, elementary leaders related to transitioning into K-3 primary grades, and out-of-school time programs (i.e., before- and after-school, and summer learning) for K-12 students. Major programs include Great Start Readiness Program, 21st Century Community Learning Centers, Strong Beginnings, and the State School Aid, Section 32n out-of-school time grants.

This position provides consultative and administrative leadership and direction within the Great Start Readiness Program unit.

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:

- Knowledge of the principles and practices of curriculum planning and instructional methods applicable in early childhood education.
- Knowledge of the laws, regulations, and standards pertaining to the field of early childhood education.
- Knowledge of recent policy developments and current research literature in the field of early childhood education.
- Knowledge of preschool programs for traditionally underserved populations.
- Knowledge of various forms of preschool grant funding.
- Knowledge of systems building.
- Ability to analyze/monitor the conditions/needs of programs and make recommendations for improvements or corrections.
- Ability to make oral presentations in large or small groups.
- Proven writing ability.
- Ability to communicate effectively and maintain favorable public relations.
- Ability to obtain cooperation from teachers, school administrators, the public and others in carrying out the programs of the Department of Education.
- Ability to lead collaborative efforts and teams.
- Ability to work with and on behalf of diverse groups of people.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current or past possession of a teaching certificate, comparable to the one issued in Michigan, with an Early Childhood endorsement is encouraged but not required.

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.

BERNITA KISSANE

Appointing Authority

2/7/2023

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