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|  |  | |  |  | | --- | --- | | |  | | --- | | 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** | |  | DOC-CENTRAL MICHIGAN FACILITY | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Central Michigan Correctional Facility | | **4. Civil Service Position Code Description** | **10. Division** | | Special Education Teacher-E | Programs | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Special Education Teacher P11 | Education | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | ; SCHOOL PRINCIPAL-3 14 | Academic School | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | ; STATE ADMINISTRATIVE MANAGER-1 15 | 320 N. Hubbard; SAINT LOUIS, MI 48880 / 40 hours per week | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | To teach the academic curriculum to all prisoners and provide special educational services to those determined eligible for specialized services (special education).  Special education teachers are expected to complete Individualized Educational Plans (IEP) and schedule Individual Educational Program Team (IEPT) meetings to qualify or disqualify prisoners for special education services and provide advocacy for students, supplemental instructions and assistance to those eligible prisoners determined to need Special Education services.  These services are to be delivered within the general education and in some instances services include vocational classes.  Special education teachers also invite surrogate parents and/or parents, if lien cleared, to IEP and/or IEPT or obtain permission from one or the other entity to conduct IEPs and IEPTs meetings for prisoners 17 years of age or under.  The position also supports the MPRI mission, is a covered position and located behind the secure perimeter of a correctional facility.  This position may also involve performing duties at multiple facilities, as well as, varying hours and days. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **65** | | Assist administrative staff and regular classroom teachers in identifying inmates who are eligible to participate in special education programs.  Provide instruction to special education classes and provide tutoring on an individual basis, as needed.  Make assignments, correct and grade papers. | | | | **Individual tasks related to the duty:** |  |  | | * Prepare lessons in accordance with MDOC and Special Education Guidelines. * Teach classes at the elementary or secondary level in academic, electives or special subjects within the area of special education. * Prepare, adapt and deliver instructional material. * Schedule surrogate parent and/or parent IEP/IEPT meetings. * Provide and record weekly contact visits with special education prisoners in the Behavior Modification Units or Segregation. * Supervise general and special education students in classrooms. * Teacher Advocacy, provide accommodations in classes; academic or vocational. * Write IEPs annually. * Provide copies for students and Special Ed. Office in Lansing. * Maintain daily attendance and monthly payroll for each student enrolled. * Communicate recommendations for materials or best practice to school principal. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **15** | | Attend IEPT meetings as a member of the Multi-Disciplinary Team, to assist the special education inmate student in making an individual Education & Vocation Plan, as prescribed by law (P.L. 94-142).  Assist homeroom teachers to maximize academic and individual success of main streamed special education prisoners. | | | | **Individual tasks related to the duty:** |  |  | | * Write 363 Educational Program Plans and 363A Work Program Plans * Administer GED ½ test to qualified prisoners per GED Guidelines * Administer TABE test to all prisoners quarterly testing. * Manager, maintain and disperse program date to management and prisoners. * Maintain accurate records, prepare reports, and conduct correspondence related to the program. * Inventory and maintain supplies and equipment for testing program within the department | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Diagnose and prescribe corrective/developmental lessons for special education prisoners.  Counsel special education prisoners in academic, behavioral and vocational areas. | | | | **Individual tasks related to the duty:** |  |  | | * Develop suitable curriculum and effective teaching methods based on assessment of students’ needs. * Develop educational plans for the individual student. * Schedule and complete 3 year evaluations and/or Re-evaluation with school psychologist for eligible prisoners. * Set-up testing for School Psychologist. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Keep adequate records, documenting prisoners’ progress, completions and failures for preparation and submit required reports. | | | | **Individual tasks related to the duty:** |  |  | | * Evaluate students’ academic and behavioral progress on IEPs quarterly. * Create students file(s) and maintain student qualifying work per IEP recommendations. * Maintain special education prisoner’s green files. * Prepare green files for transport due to prisoner transfer, aged-out prisoners, or parole. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Diagnose and prescribe developmental lessons for the special education inmate student; provide tutors with resource materials to aid in their one-on-one interaction with students. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Decisions that pertain to P.L. 94-142 require supervisor’s review. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | This position is located in the security perimeter.  This position has constant inmate contact | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | To determine students with special educational needs and to ensure those needs are academically met. | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | N/A - New position. | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | To educate students to an academic level which enables them to attain their GED.  The Special Education instructor assists those individuals with special learning needs to attain a GED. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 with a major in a specialized field of education. Bachelor’s Degree in education and a valid Michigan teaching certificate with a special education endorsement. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | No specific type or amount of experience is required. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Ability to work well with people on a one-to-one basis.  Good planning and organizational skills. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Current appropriate State of Michigan academic teaching certificate with a special education endorsement. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | None | |  | |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***I certify that the entries on these pages are accurate and complete.*** | | | |  | |  |  |  |  |  | |  | |  | | --- | |  | |  | |  | | --- | | 9/2/2014 | |  | |  |  |  |  |  | |  | |  | | --- | | **Appointing Authority** | |  | |  | | --- | | **Date** | |  | |  |  |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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.*** | | | |  | |  | |  | | --- | | MICHELE JONES | |  |  |  | |  |  | |  | | --- | |  | |  | |  |  |  |  | |  |  |  |  |  | |  | |  | | --- | | **Employee** | |  |  |  | |  |  | |  | | --- | | **Date** | |  | |  |  |  |  | |  |  |  |  |  | | | |  |
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