

State of Michigan
Civil Service Commission

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

Position Code

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 STATE ASSISTANT ADMINISTRATOR	10. Division Office of the Superintendent - Educator Excellence, Career and Technical Education, Special Education, and Administrative Law
5. Working Title (What the agency calls the position) Special Assistant to the Deputy Superintendent for the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law	11. Section
6. Name and Position Code Description of Direct Supervisor HARMALA, MICHELE A; DEPUTY SUPERINTENDENT	12. Unit
7. Name and Position Code Description of Second Level Supervisor CARNELL, SUE C; CHIEF DEPUTY SUPERINTENDENT	13. Work Location (City and Address)/Hours of Work John Hannah Building, 608 W. Allegan, Lansing, MI / Monday - Friday 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position functions as a special assistant and policy advisor for the deputy superintendent of the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law, overseeing the development and implementation of policies and programs. The position interacts with the State Board of Education, legislature, internal offices and staff, and other state agencies and associations to complete projects or serve as liaison. This position also works closely to coordinate the related work of the other two deputy superintendents to assure cross-department coordination and collaboration and avoid duplication of effort.

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**

Participate in the design, implementation and evaluation of programs as assigned by the Deputy Superintendent for the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law.

Individual tasks related to the duty:

- Direct or carry out special projects related to the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law.
- Draft or review reports and correspondence that respond to critical issues to ensure alignment with MDE and State Board of Education policy.
- Provide background research and information on education initiatives in Michigan and other states.
- Identify, prepare for, and respond to activities related to the Deputy's role with the State Board including policy implications, Board items and discussion topics.
- Interact with the Legislature, State Board, and external agencies as needed or requested.
- Serve as member of policy groups, work groups and strategy planning groups for or with the Deputy as requested.

Duty 2

General Summary: **Percentage: 20**

Consult with office directors and program supervisors to enhance the continuous improvement of operations in the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law offices.

Individual tasks related to the duty:

- Identify emerging issues that impact education, MDE, and/or the State Board of Education
- Accompany/represent the deputy superintendent at meetings and other scheduled activities.
- Assure that necessary follow-up actions are initiated.
- Draft required materials for recruiting, interviewing, and hiring for the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law administrators and assist with the process as needed to successfully fill critical positions.
- Maintain regular communication with office directors to facilitate inter-office communications and enhance understanding across offices of the various programs, services, and responsibilities.
- Serve in an advisory capacity on committees and work groups for the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law offices as required.

Duty 3

General Summary: **Percentage: 15**

Serve as representative and/or liaison with organizations and agencies in support of the Department's mission.

Individual tasks related to the duty:

- Review and advise the deputy on interagency agreements and memoranda of understanding that relate to office functions.
- Attend meetings with various advisory groups to represent the deputy and to gather input and feedback.
- Serve as MDE liaison to regional or national education organizations as appropriate.
- Serve as MDE liaison to the Department of Attorney General, Health, Education, and Family Services Division.
- Participate in development, review, revision, and support of MDE's strategic planning efforts.

Duty 4

General Summary: **Percentage: 10**

Review state and federal program legislation, proposals, and guidelines to develop responses, reports and recommendations.

Individual tasks related to the duty:

- Review state and federal legislation and legislative proposals and advise the Deputy of emerging issues that affect the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law functions.
- Coordinate and/or draft recommendations and reports in response to state and federal requirements.
- Coordinate and/or draft recommendations for legislative and/or rule changes as needed.
- Work with related offices to ensure that reporting requirements are met and to ensure that new requirements are integrated into the data collections process.
- Maintain and increase knowledge of the budget as it affects division functions and offices to provide timely advice and information to the deputy to ensure maximum use of available funds.

Duty 5

General Summary: **Percentage: 5**

Complete other projects, tasks and duties as assigned.

Individual tasks related to the duty:

Complete other projects, tasks and duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Develop guidelines and procedures to coordinate projects in relation to long-range, executive-level goals and policy direction. Use independent judgment in defining and determining scope, modifying roles, setting priorities. In the absence of policies and procedures, exercise judgment. Decisions affect school districts, schools, ISD/RESAs, child care constituents and other educational agencies and programs.

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

Decisions that will have significant impact on policy and processes or are related to politically sensitive areas in which policies and procedures are unclear or changing.

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.

Standard office environment

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?

New Position.

23. What are the essential functions of this position?

This position functions as a special assistant and policy advisor for the deputy superintendent of the Division of Educator Excellence, Career and Technical Education, Special Education, and Administrative Law, overseeing the development and implementation of policies and programs. The position interacts with the State Board of Education, legislature, internal offices and staff, and other state agencies and associations to complete projects or serve as liaison. This position also works closely to coordinate the related work of the other two deputy superintendents to assure cross-department coordination and collaboration and avoid duplication of effort.

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

Updated division name, duty 3 updated to include task of serving as MDE liaison to the Department of Attorney General, Health, Education, and Family Services Division.

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

The function of the Office of the Superintendent is to provide leadership to all of the offices within the Michigan Department of Education including the Library of Michigan. The Deputy Superintendent of the Office of Great Start provides leadership to the eight offices within Great Start and is responsible for managing to achieve Michigan's P-8 outcomes: children are born healthy, children are healthy, thriving, and developmentally on track from birth to third grade, children are prepared to succeed in fourth grade and beyond by reading proficiently at the end of third grade. This position will serve as an advisor to the Deputy regarding development and implementation of policies and programs within the Great Start offices.

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 any major.

EXPERIENCE:

State Assistant Administrator 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of: principles and techniques of administrative management, program planning and development, fiscal planning, and Early Childhood services, policy, and legislation. Knowledge of staffing requirements necessary to accomplish agency goals. Knowledge of state and federal programs. Ability to present ideas effectively in writing and orally. Ability to collaborate with a wide variety of people in varied conditions and situations. Must show a high degree of confidentiality.

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.

D. CLARK

4/3/2025

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