

## 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> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Children's Services Agency
<b>4. Civil Service Position Code Description</b> SCHOOL PRINCIPAL-2	<b>10. Division</b> Juvenile Justice
<b>5. Working Title (What the agency calls the position)</b> School Principal	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> BOOSE, TERRIA ; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HOUSE, ERIN; STATE BUREAU DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 235 S. Grand Ave., Lansing, MI. / 8-5

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

The school principal serves as the leader of the Juvenile Programs' residential schools responsible for leadership and direction for educational programming. The school principal is the sole source subject matter expert for curriculum and instruction. This position provides educational leadership, supervision, and support to the educational staff during planning, implementing, improving, and maintaining, the administrative and educational activities of the school. The work is performed through the application of school administration laws, methods, practices, procedures, policies, and regulations in accordance with the Michigan Department of Education (MDE) and applicable federal guidelines.

The school principal provides educational leadership for two residential schools with a maximum of 80 students/residents. The school principal works within general methods and procedures and exercises considerable independent judgment to adapt and apply guidelines to specific educational situations. The outcome of educational programming is under the direct leadership of the school principal.

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: 25**

Directs the academic, vocational, physical, and special education, programs at the two Juvenile Programs' residential facilities, Bay Pines Center and Michigan Youth Treatment Center.

**Individual tasks related to the duty:**

- Provides direction in the establishment of program objectives, goals, and operating policies.
- Identifies and evaluates existing curricula against Michigan Core Curriculum standards and Every Student Succeed Act (ESSA) and make the necessary adjustments to meet those standards.
- Oversee and evaluate classroom material and teaching methods to ascertain acceptable educational standards and make necessary improvements.
- Prepares annual school calendar and ensure course schedules
- Ensure provisions are made for contractual services to support educational programming.
- Provides professional development for teaching staff as needed.
- Convenes regular staff meetings with education and appropriate facility staff.
- Develops and provides research/product information on best practices in education.
- Organizes tours/visits and presentations for auditors and various other public relations activities.
- Provides opportunities for teacher professional development
- Identifies emerging issues and changing priorities the education program and for each facility school.
- Provides overall direction for the implementation and adherence to special education process.

**Duty 2**

**General Summary:**

**Percentage: 25**

Represents the Juvenile Programs' educational operation during internal and external communications.

**Individual tasks related to the duty:**

- Participates in Central Office Administrative Meetings.
- Chairs the School Improvement Team Meetings.
- Responds to correspondence about community reintegration.
- Provides answers to outside entities about the Juvenile Programs' educational programming
- With the responsibility to oversee and ensure implementation of the school programs serves as the liaison with the Intermediate School District, Community Colleges, and Special Education Advisory Committee

- With the responsibility to oversee and ensure implementation of the school programs serve as the liaison with the Department of Technology, Management, and Budget.

#### Duty 3

General Summary:

Percentage: 25

Assures compliance with all state and federal regulations concerning education programming and grants.

Individual tasks related to the duty:

- Prepares and submit annual data reports for all grants
- Prepares grant applications Title I, Special Education, Flow Through, Carryover, and Perkins
- Maintains Michigan Education Grants System (MEGS)
- Provide leadership for responding to any special audits requested by the Michigan Department of Education and the federal authorities.
- Provide leadership for the vetting, preparation and proposal contracts for educational services.
- Ensures special education and general education are being put into the State Automated Child Welfare Information System (SACWIS)
- Provides oversight of student special education and general education records

#### Duty 4

General Summary:

Percentage: 25

Other duties as assigned

Individual tasks related to the duty:

- Creates continuity with the two Juvenile Justice facilities information and records
- Prioritizes the Juvenile Justice school records retention
- Provide leadership for the response to record requests from former students.
- Evaluates student attendance and classroom removal
- Develop and implement a calendar for special education meetings
- Constructs audit preparations and corrective actions
- Formulates the reentry program development and monitoring system
- Ensures transition with delinquency staff in the development of program models for communities, which serve the needs of reintegrated youth
- Establishes Interagency agreements between The Michigan Department of Education and The Michigan Department of Health and Human Services
- Maintains software licenses
- Classifies the Intermediate School District (ISD) Database
- Submits data from ISD to Michigan Student Data System (MSDS)

- Serves as the Continuous Improvement Monitor Systems CIMS Administrator

Serves as the Standardized test administrator

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

Purchasing decisions within the assigned budget parameters; addition/deletion of specific courses; and assignment of teaching staff. Overall educational programming will be affected by these decisions.

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

- Significant changes in educational programming would affect state operated facilities.
- Proposals for grant funds
- Employee discipline
- Hiring new employees
- New Partnerships with State operated facilities

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.

Bay Pines is located in Northern Michigan and Michigan Youth Treatment Center (MYTC) is located in Southeast Michigan. Both juvenile justice facilities provide an on-campus school environment. MYTC houses all males, while Bay Pines houses males and females between the ages of 12-21. Travel to both of these facilities is expected on a quarterly basis minimally. Continual contact with the staff or staff representative is required on a monthly basis to organize, formulate, assess, and modify the educational programming ensure uniformity with best practices and MDE.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	TEACHER AIDE-E E8		SCHOOL TEACHER-E 11B
	SCHOOL TEACHER-E 11B		SCHOOL TEACHER-E 11B

	SCHOOL TEACHER-E 11A		SPECIAL EDUCATION TEACHER-E 11B
	SPECIAL EDUCATION TEACHER-E 11B		SPECIAL EDUCATION TEACHER-E 11B
	SPECIAL EDUCATION TEACHER-E 11C		SPECIAL EDUCATION TEACHER-E 11B
<b>Additional Subordinates</b>			

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

The school principal serves as the leader of the Juvenile Programs' residential schools responsible for leadership and direction for educational programming. The school principal is the sole source subject matter expert for curriculum and instruction. This position provides educational leadership, supervision, and support to the educational staff during planning, implementing, improving, and maintaining, the administrative and educational activities of the school. The work is performed through the application of school administration laws, methods, practices, procedures, policies, and regulations in accordance with the Michigan Department of Education (MDE) and applicable federal guidelines.

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

No changes to the PD. Updating the reporting structure and removing Shawono and adding MYTC

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

The education program is one component of the treatment for adjudicated juvenile offenders in the Juvenile Programs. The school principal has overall responsibility for operation of this program. The mission of this program is to provide appropriate and individualized education that will maximize the potential of our students.

**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:**

**School Principal 13 - 14**

Two years of professional experience as a certified teacher.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service job specification. In addition:

Knowledge of the principles of education administration

Knowledge of the principles and practices of teaching

Knowledge of current trends in vocational and academic education

Knowledge of employee policies and procedures

Ability to lead, instruct, direct, and evaluate education staff

Ability to organize and direct a school program

Ability to evaluate the educational program and make revisions to meet changing conditions and modern practices

Ability to use and interpret data and prepare comprehensive reports of educational activities

Ability to effectively communicate

*The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.*

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.

None

***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**