

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. SCHTCHRE

**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> Juvenile Justice Programs
<b>4. Civil Service Position Code Description</b> School Teacher-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> English Language Arts School Teacher-E	<b>11. Section</b> MYTC
<b>6. Name and Position Code Description of Direct Supervisor</b> STUART, IAN; SCHOOL PRINCIPAL-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BOOSE, TERRIA K; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 400 N. Rose Street, Mt. Clemens, MI. / 8-5

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

Provide classroom instruction to students at MYTC. Plan and prepare lessons, oversee and facilitate the learning activity, and evaluate student progress. Provide ongoing communication (verbally and in writing) about student progress and notable behaviors to other teachers, and other staff (treatment team). Observe and record student's classroom behaviors as required for special education documentation.

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**

Prepare and adapt lesson plans and suitable instructional materials and/or situations. Provide instruction in specialty area (i.e., math, language arts, humanities, social studies, etc.). Monitor and evaluate student's progress. Provide examples and learning situations to develop student motivation and desirable work/study/activity habits and deportment.

**Individual tasks related to the duty:**

- Provide instruction in portfolio development and other related classes to students. Prepare and adapt lesson plans and selects suitable instructional material from approved resources within the curriculum framework. Evaluate student progress.
- Evaluate students' progress by reviewing assigned work and/or by assessing their knowledge through GED predictor tests.
- Provide examples and learning activities that promote student success.
- Supervise students in the classroom setting.
- Teach and evaluate students in the GED content areas. Deliver educational instruction to students studying for the GED test.

**Duty 2**

**General Summary:**

**Percentage: 15**

Participate in treatment team meetings to provide input related to progress of each student as well as progress or concerns related to the group of students. Communicate daily with staff about any problems or unusual/suspicious activity involving the youth.

**Individual tasks related to the duty:**

- Administer various academic assessments to students. Some of which may be classified as special education. Record results according to standardized formats. Interpret results to the students.
- Prepare and provide to treatment teams on a monthly basis educational input (in writing) that assess and update student progress.
- Observe behaviors of students in the classroom and the strategies used to get student to behave appropriately in the school environment.
- Observe, record, and report on behaviors of students as required for special education services.
- Document behaviors and submits formal written reports.

**Duty 3****General Summary:****Percentage: 25**

Maintain records and prepare academic and behavioral planning. Assess classroom materials and supply needs and submits order accordingly. Participate in transition planning.

**Individual tasks related to the duty:**

- Counsel students in career or further educational planning.
- Assist in the development of a viable transition plan and/or placement (relative to education or career).
- Maintain and submit attendance records.
- Enter student grades into MiSACWIS for report cards.
- May prepare educational transcripts for youth leaving residential care.
- Teach classes in career and employment skills; and life management skills.

**Duty 4****General Summary:****Percentage: 10**

Attend education staff curriculum development meetings, and IEPC (Individualized Educational Planning Committee) meetings.

**Individual tasks related to the duty:**

- Provide input related to progress of each student.
- Provide progress or concerns related to the group of students.

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

The method of presentation of educational materials. The consequences(s) given to a student or a group of students in response to unacceptable and/or acting out behavior(s).

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

Periodic review of results and/or methods are by supervisory review or reports/records and by observation. When policy is unclear and needs further clarification in specific, exceptional cases. Approval of designed curriculum. Approval for purchase of educational supplies and materials.

**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.**

Delinquent youth tend to test many limits and may occasionally become very agitated or aggressive; therefore, there is the potential for physical confrontation. Typically, the teacher is standing, walking or sitting.

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

Develop and provide classroom instruction to meet the needs of Michigan's core curriculum as well as to address the achievement levels of the individual students in the class.

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

New

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

Develop, implement, and deliver academic instruction at a State Training School for male/female juvenile delinquent youth who are academically at various levels of achievement. Coordinate instruction, monitor and evaluate student's progress.

**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 a field of education.

**EXPERIENCE:**

**School Teacher P11**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service job specification. In addition, experience/knowledge of teenage cultures and behaviors. Ability to communicate verbally and in writing with students, peers and supervisors. Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current Michigan teacher certificate in English Language Arts.

*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.***

LORA WILLIAMS

6/30/2025

\_\_\_\_\_  
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
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