

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 School District Consultant-E	10. Division Finance and Operations
5. Working Title (What the agency calls the position) School District Consultant 11-P13	11. Section Office of Health and Nutrition Services (OHNS)
6. Name and Position Code Description of Direct Supervisor VACANT; EDUCATION CONSLTNT MGR-5	12. Unit School Health and Safety (SHS)
7. Name and Position Code Description of Second Level Supervisor ALANIZ, AIMEE M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Hannah Building, 608 W Allegan, Lansing, MI / 8:00-5:00, M-F
14. General Summary of Function/Purpose of Position This position serves as the School District Consultant for the Office of Health and Nutrition Services (OHNS), School Health and Safety Unit, for matters pertaining to youth behavioral health and the State School Aid Act. This position functions as a liaison to the field, the unit, and to Michigan Department of Education (MDE) on aspects pertaining to the State School Aid Act and youth behavioral health. This position will have oversight of behavioral health grants and programs that align to MDE and OHNS priorities. This position will coordinate multi-stakeholder statewide workgroups. This position will consult, advise, train, and provide customer service training and technical assistance while providing grant oversight and compliance. In addition, the person in this position will coordinate additional state and local level grants and initiatives related to youth behavioral health.	

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

Coordinate and oversee grants and programs pertaining to youth behavioral health.

Individual tasks related to the duty:

- Provide consultative services and technical support to districts, communities, and agencies on youth behavioral health.
- Develop, coordinate, implement, and evaluate workshops and training programs related for school and community personnel and program administrators.
- Coordinate within the office and department and with outside agencies and collaborative partners on the development and implementation of training programs and materials for youth behavioral health.
- Prepare, submit, and maintain associated reports and budgets pertaining to youth behavioral health.
- Develop procedures and guidance materials, based on state law, federal regulations regarding youth behavioral health.
- Collaborate with other agencies on statewide efforts pertaining to youth behavioral health.

Duty 2

General Summary:

Percentage: 25

Advises various offices within MDE on issues related to youth behavioral health efforts, grants, and the State School Aid Act sections around school behavioral health integration and best practices.

Individual tasks related to the duty:

- Collaborate within the unit and department on best practices to provide support to districts, communities, and agencies statewide on youth behavioral health efforts, grants, and State School Aid Act.
- Assess youth behavioral health needs with other state agencies.
- Consult with the Michigan School Health Coordinators' Association (MiSHCA) to coordinate technical assistance, training, and leadership.
- Plans, attends, and/or conducts continuing education workshops or classes to provide statewide staff development opportunities pertaining to youth behavioral health efforts and grants.
- Collaborate across the department to establish policy recommendations for State School Aid Act sections.
- Collaborate across the department to establish policy recommendations for school behavioral health integration, best practices, and fidelity monitoring.
- Prepare, submit, and maintain associated reports and documentation for State School Aid Act sections as legislatively required.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

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.

- Responding to inquiries from school district personnel.
- Managing the allocation of time and work priorities based on the needs of the unit and of the customer.
- Coordinating meetings and briefings.
- Initiating correspondence.
- Solving problems.
- Identification of program strengths and weaknesses.

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

- Unique situations that conflict with current practices or procedures or matters having no clear policy or regulation directive would be brought to the attention of the supervisor for review and interpretation of rules and guidelines.
- Decisions that have significant impacts on program activities.

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.

Physical effort includes sitting at a desk for long periods of time, standing, stooping, bending, and reaching. Normal office environment. Lifting and carrying training materials is required during conferences and workshops.

Some limited travel, including overnight stays within the state as well as out-of-state, is required. Must maintain valid driver's license.

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?

This position serves as the School District Consultant for the Office of Health and Nutrition Services (OHNS), School Health and Safety Unit, for matters pertaining to youth behavioral health and the State School Aid Act. This position functions as a liaison to the field, the unit, and to Michigan Department of Education (MDE) on aspects pertaining to the State School Aid Act and youth behavioral health. This position will have oversight of behavioral health grants and programs that align to MDE and OHNS priorities. This position will coordinate multi-stakeholder statewide workgroups. This position will consult, advise, train, and provide customer service training and technical assistance while providing grant oversight and compliance. In addition, the person in this position will coordinate additional state and local level grants and initiatives related to youth behavioral health.

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

New Position

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

The Office of Health and Nutrition Services is the state administering agency for federal food programs such as National School Lunch and Breakfast Programs, Child and Adult Care Food Program, and commodity programs such as USDA Foods for Schools, The Emergency Food Assistance Program, and the Commodity Supplemental Food Program. In addition, the office provides training and technical assistance for school health and safety initiatives such as school climate and culture, health and physical education, HIV and sex education, mental health, school nursing, school safety, and bullying prevention.

Each program has required applications, monitoring, and reporting, as well as training/technical assistance and outreach or program development requirements. The School Health and Safety Unit is responsible for the support of department efforts involving school health and safety programs. This position will support school legislative policies around supporting individual students' needs and services. The administration of this effort involves working with diverse sponsoring agencies and partners that includes public and non-public school districts, intermediate school districts, public school academies, state agencies, community agencies, and professional associations and organizations.

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 education or a field related to education program administration (non-academic).

EXPERIENCE:

School District Consultant 11

No specific type or amount is required.

School District Consultant 12

One year of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management equivalent to a School District Consultant 11.

School District Consultant P13

Two years of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles of school management.
- Knowledge of the problems associated with managing a school district.
- Knowledge of the laws and regulations related to the assigned program.
- Knowledge of the relationship between school administrators and the community.
- Ability to assess the needs of a school district and make recommendations accordingly.
- Ability to provide leadership in the field of management to boards of education and school administrators.
- Ability to interpret legislation, and to determine compliance with the laws, regulations, and rules relating to the assigned program.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.

Please Establish: This position serves as the School District Consultant for the Office of Health and Nutrition Services (OHNS), School Health and Safety Unit, for matters pertaining to youth behavioral health and the State School Aid Act. This position functions as a liaison to the field, the unit, and to Michigan Department of Education (MDE) on aspects pertaining to the State School Aid Act and youth behavioral health.

I certify that the entries on these pages are accurate and complete.

LORRAINE HALL 6/12/2023

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