

1. Position Code
SPEDCSTA-A

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

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 Classification of Position Special Education Consultant 14	10. Division Office of Special Education (OSE)
5. Working Title of Position (What the agency titles the position) Special Education Consultant 14 / Coordinator	11. Section Performance Reporting
6. Name and Classification of Direct Supervisor Jessica Brady, Education Consultant Manager 15	12. Unit Monitoring and Technical Assistance
7. Name and Classification of Next Higher Level Supervisor Janis Weckstein, State Administrative Manager 16	13. Work Location (City and Address)/Hours of Work Hannah Building, Lansing, MI - 8:00 – 5:00

14. General Summary of Function/Purpose of Position
The Office of Special Education (OSE) is responsible for Catamaran to assure school districts are operating programs and providing services to students with disabilities in accordance with the purposes and requirements of the Individuals with Disabilities Education Act (IDEA) and the Michigan Administrative Rules for Special Education (MARSE). Technical assistance, consultation, and in-service training are provided to State level staff, Intermediate Schools Districts (ISD) and member districts as part of the compliance procedures. This position functions as the lead worker, provides leadership to ISD and member district staff throughout the state, and supports monitoring activities and technical assistance to ISDs and member districts to implement compliant policies, procedures, practices, and programs. This position may also serve as a representative of the OSE in broader MDE initiatives.

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 60

This position in the Performance Reporting unit supports monitoring activities and technical assistance to ISDs and member districts to implement compliant policies, procedures, practices, and programs that align with the IDEA, MARSE, and other statutes as appropriate.

Individual tasks related to the duty.

Serve as the consultant responsible for providing leadership and technical assistance in the coordination of Catamaran for special education programs and services operated by Michigan state agencies, ISDs, and member districts in accordance with the IDEA and MARSE.

- Coordinate data requests and analysis of data and development of Selection Criteria for determination of Focused Monitoring Activities;
- Oversee the development of monitoring protocols for staff interviews, student record reviews and verification of findings with monitoring teams
- Review documentation developed for implementation of all monitoring activities
- Oversee planning of monitoring activities
- Conduct trainings for ISDs and OSE monitoring staff on Individualized Education Program (IEP) implementation, State Performance Plan (SPP) indicators, and criteria for reviewing policies, procedures, and practices;
- Oversee the production and dissemination of final reports per Department procedures;
- Coordinate cooperative planning with ISDs through the technical assistance process;
- Oversee the review of submitted corrective action plans/progress reports/closeout reports/reports of non-closeout;
- Coordinate the work required to populate and maintain the Catamaran system;
- Collaborate with all units in the OSE to maintain consistency.

Duty 2

General Summary of Duty 2

% of Time 20

Serve as the consultant responsible for the development and implementation of Tool Kits to assist ISDs in acquiring the knowledge and expertise needed to address monitoring priorities.

Individual tasks related to the duty.

- Coordinate the development of monitoring tools for use by OSE, ISD, and member district staff members.
- Coordinate the development of training for OSE staff and technical assistance providers in the use of the monitoring tools.

Duty 3

General Summary of Duty 3

% of Time 10

Serve as the consultant responsible for the development of assessment tools to examine the effectiveness of the monitoring process.

Individual tasks related to the duty.

- Coordinate the development of assessment tools to examine the effectiveness of the monitoring process.
- Coordinate the collection of the data identified within the assessment tools to examine the effectiveness of the monitoring process.
- Facilitate discussions regarding the data collected and needed next steps to make the monitoring process more effective.

Duty 4

General Summary of Duty 4

% of Time 10

Ccoordinate the reporting and use of monitoring data with the requirements of the SPP and conduct and participate in the preparation of monitoring data for federal monitoring visits as needed.

Individual tasks related to the duty.

- Support monitoring functions that ensure that summary monitoring data are reported in a timely manner to staff responsible for the Annual Performance Report (APR) production and submission.
- Respond to compliance and monitoring issues that arise.
- Collaborate with other offices and agencies that support continuous improvement activities for the office.
- Other Coordination Activities:
 - Prepare reports as required for the federal office, State Board of Education, and State Superintendent;
 - Coordinate discussions with other Grant Funded Initiatives and other MDE offices to identify common efforts and improve collaboration across projects; and,
 - Other duties as assigned.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Modifying monitoring procedures, criteria, documentation, the interpretation and analysis of compliance issues;
- Scheduling monitoring activities and follow-up visits;
- Correspondence items regarding monitoring schedules, closures, and requests for additional monitoring items, changes in monitoring standards, criteria, and documentation; and,

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

When MDE/OSE policies are nonexistent, laws are unclear in their interpretations, decisions transcend organizational level of authority, decisions impact the work of another unit within the OSE, and decisions require moderate to significant reassignment of resources.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Typical office environment. Statewide travel and overnight stays are required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

This position description is accurate.

23. What are the essential duties of this position?

The Office of Special Education (OSE) is responsible for Catamaran to assure school districts are operating programs and providing services to students with disabilities in accordance with the purposes and requirements of the Individuals with Disabilities Education Act (IDEA) and the Michigan Administrative Rules for Special Education (MARSE). Technical assistance, consultation, and in-service training are provided to State level staff, Intermediate Schools Districts (ISD) and member districts as part of the compliance procedures. This position functions as the lead worker, provides leadership to ISD and member district staff throughout the state, and supports monitoring activities and technical assistance to ISDs and member districts to implement compliant policies, procedures, practices, and programs. This position may also serve as a representative of the OSE in broader MDE initiatives.

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

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

The Office of Special Education has the general responsibility to provide leadership and administrative responsibility for the delivery of special education in compliance with state and federal laws and regulations. This position provides coordination of statewide monitoring of special education programs and services which is required under both state and federal regulations.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Master's Degree in special education, school social work, or school psychology.

EXPERIENCE:

Three years of professional administrative or consultative experience in the field of special education, including one year equivalent to a Special Education Consultant P13 is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of state and federal rules and regulations pertaining to special education programs and services.
- Thorough knowledge of the problems involved in developing and improving special education programs.
- Ability to partner and collaborate with other state agencies, local and intermediate school districts, professional associations, institutions of higher education, business and other community agencies.
- Ability to communicate effectively, verbally and in writing, to deliver clear and effective presentations to groups and maintain favorable public relations.
- Ability to evaluate special education programs.
- Ability to analyze conditions and needs of school districts with respect to special education programs and make recommendations for improvement or corrections accordingly.
- Ability to direct programs that service diverse populations.
- Ability to collaborate and work in a team environment.
- Ability to work with diverse groups and obtain cooperation with others in carrying our initiatives.
- Ability to resolve conflicting high-priority requirements.
- Ability to plan and conduct training conferences pertaining to special education programs for administrators and teachers.
- Ability to participate in education conferences and public meetings.
- Ability to maintain records and prepare reports/correspondence related to the work.
- Ability to set priorities, organize, assign work to other professionals, and coordinate the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current or past possession of a teaching certificate, comparable to the one issued in Michigan, with an endorsement in an area of Special Education is required.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date