State of Michigan
Civil Service Commission

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

Position Code
1. STOFCADMA53N

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)** Office of Special Education (OSE)
4. Civil Service Position Code Description STATE OFFICE ADMINISTRATOR	**10. Division** Educator Excellence, Career Technical Education, Special Education & Administrative Law
5. Working Title (What the agency calls the position) Office of Special Education Director	**11. Section**
6. Name and Position Code Description of Direct Supervisor CARTER-NZOMA, LOHREN; DEPUTY SUPERINTENDENT	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ALIE-BAZZI, MAYSAM; CHIEF DEPUTY SUPERINTENDENT	**13. Work Location (City and Address)/Hours of Work** 608 W. Allegan, Lansing, MI / M - F, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position provides State-Level leadership and administrative oversight for the delivery of special education programs and services for students with disabilities, from birth through age 25. This includes compliance with state and federal statutes, rules and regulations, and State Board of Education policies. Oversight includes distribution of approximately $450 million of federal dollars to Intermediate School Districts annually and oversight of approximately $1.95 billion dollars of state special education categorical reimbursement on an annual basis. In addition, this position provides leadership for continuous improvement and systematic reform in the delivery of educational services to improve results for children and youth with disabilities.

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:** **40**

The Director is responsible for the administration of all state and federal policies and procedures related to early intervention and educational services for eligible children and youth receiving special education programs and services.

Individual tasks related to the duty:

- Provides leadership to OSE staff to ensure the eight components of general supervision system through planning and activities required for receipt of federal funds including: State Performance Plan/Annual Performance Report, including the State System Improvement Plan, Data on Results and Processes, Integrated Monitoring Activities, Policies, Procedures, and Effective Implementation of Evidence-Based Practices, Professional Learning and Development and Technical Assistance, Fiscal Accountability and Management, Effective Dispute Resolution, Improvement, Correction, Incentives, and Sanctions.
- Provide leadership and administrative oversight for, including continuous improvement and monitoring, assessment of state compliance and service delivery, improvement planning, implementation of improvement strategies, data collection and reporting, and related technical assistance.
- Provide leadership and administrative oversight for development of policies and procedures to implement state and federal statutes, rules, and regulations, as well as promulgate state administrative rules.
- Provide leadership and administrative oversight for development of policies and procedures relative to distribution of state and federal funds for special education programs and services.
- Provide leadership and administrative oversight of allocation, management, and audit of state and federal funds supporting the education of eligible children and youth with disabilities.
- Provide leadership and administrative oversight for planning, coordination, and support for a mandated advisory group (Special Education Advisory Committee - State Board of Education appointed).
- Perform other duties as directed by the Superintendent and other responsibilities necessitated by new legislation and/or requirements from the U.S. Department of Education.

Duty 2

General Summary: **Percentage:** **30**

The Director is responsible for leadership and administrative oversight for planning, implementation, and evaluation of information dissemination and collaborative work across offices and units within the Department, other State agencies, and with other groups and entities including professional and advocacy organizations, institutions of higher education, regional and national resource centers, and others as appropriate.

Individual tasks related to the duty:

- Provide leadership through participation, or by assigning a designee, on intra- and interagency teams, work groups, and advisory committees as necessary to implement the Department mission, State Board of Education policies, and federal and state regulations.
- Report to Department executive leadership on emerging issues, policy barriers, and interagency plans that impact the function and mission of the Department; recommend strategies and solutions to address these issues; and lead problem-solving as necessary.
- Provide leadership and administrative oversight for the collection and management of data and reports, as necessary, to support Department priorities, new State statutory requirements, eligibility for federal funds, and State Board of Education strategic priorities.
- Provide leadership and administrative oversight for the development and dissemination of information, reports, technical assistance, and guidance necessary to support intra- and interagency planning, program development, implementation, and evaluation of services.
- Create and sustain cross-office relationships and collaborations within the Department to integrate the work regarding special education more thoroughly with the work of the overall Department.

Duty 3

General Summary: **Percentage:** **15**

The Director is responsible for leadership and administrative oversight of direct programs and services provided by the Michigan School for the Deaf (MSD). The Director is responsible for leadership, oversight, and coordination of outreach services for low-incidence disabilities for students who are blind, deaf, or deaf-blind.

Individual tasks related to the duty:

- Provide leadership and administrative oversight for coordination of financial planning and management for funds that support programs and services at the Michigan School for the Deaf (MSD).
- Provide collaborative leadership with the Head of School and other MSD administration for planning and execution of budgets and expenditures for programs and services.
- Provide leadership for school improvement and strategic planning for the MSD and low-incidence outreach, including related distribution of accessible instructional material.
- Provide leadership for coordination of services and related communication with other agencies, organizations, and groups, as necessary, to secure appropriate services for students served through MSD.

Duty 4

General Summary: **Percentage:** **10**

The Director is responsible for leadership and administrative oversight of the Office of Special Education (OSE).

Individual tasks related to the duty:

- Review progress and activity reports, assess effectiveness of operations, and determine needs for improvement.
- Select and assign staff, assuring equal employment opportunity in hiring, promotion, and other employment practices; identify staff development needs and assure that training is obtained; assure that proper labor relations and conditions of employment are maintained.
- Advise staff in the resolution of sensitive, complex, and precedent-setting situations; determine appropriate courses of action; assign responsibilities and monitor actions and responses.
- Evaluate employee performance through reviewing of completed work assignments and conduct timely performance evaluations.
- Create and sustain a culture of collaboration and technical assistance, with an emphasis on building on compliance to focus on student outcomes and performance, both within the Office of Special Education and across the Department.

Duty 5

General Summary: **Percentage:** **5**

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.

Independent decisions include daily management decisions regarding staff and established policies and procedures for special education.

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

Supervisor review is required for decisions of a politically sensitive nature and decisions that represent larger Department policy decisions.

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.

Normal office environment; frequent travel may be required.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
MOZDEN, CHANTEL	EDUCATION CONSLTNT MGR-5 15	ABRAHAMSON, PATRICIA	EXECUTIVE SECRETARY-E E10
CONTRERAS, JESSICA	STATE ADMINISTRATIVE MANAGER-1 15	BALFOUR, ROXANNE S	STATE ADMINISTRATIVE MANAGER-1 15
	STATE ADMINISTRATIVE MANAGER-1-FZN 16		

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

Duty 1 - 3

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

Updated language in each duty and added duty 5. Modified percentage of time for duty 1 and 2. Updated the certification section to comply with MARSE R 340.

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

The function of the work area is direct supervision of programs and obligations related to state and federal mandates for the education of students with disabilities. This position provides leadership and administrative oversight for all OSE obligations and responsibilities, including direct services to students served by MSD.

- Extensive working knowledge of state and federal policies and procedures mandating special education for students in Michigan.
- Proven successful management and leadership skills to support a variety of staff
- Strong, effective written, spoken, presentation skills
- Highly effective and extensive interpersonal communication skills
- Proven and highly effective ability to initiate and maintain internal and external partnerships and relationships across agencies, offices partnerships, families and multiple levels of stakeholders
- Proven ability to utilize critical thinking and decision-making skills to ensure collaborative and equitable actions on behalf of the Michigan Department of Education
- Proven ability to address complex and intricate needs with a variety of stakeholders
- Manage highly confidential information with care

CERTIFICATES, LICENSES, REGISTRATIONS:

In accordance with MARSE R 340, a current teaching certificate or related service provider is required. Related Service Providers are providers aligned with Michigan Administrative Rules for Special Education (MARSE) who are required providers for students found eligible for special education such as: Licensed School Psychologists, Speech & Language Pathologists, School Social Worker, Occupational Therapist, Physical Therapist, etc.

An endorsement in an area of special education or related services is preferred.

MDE Special Education Director's Approval is required.

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.

AMANDA SATKOWSKI 10/27/2026

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**