

## 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-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Hospital Administration
<b>4. Civil Service Position Code Description</b> SPECIAL EDUCATION TEACHER-E	<b>10. Division</b> Activity Services
<b>5. Working Title (What the agency calls the position)</b> Special Education Teacher	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> KOUBA, RENEE M; ACTIVITIES THERAPY MANAGER-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MOORE, TODD E; SENIOR EXEC PSYCH DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Road, Saline, MI 48176 / 40 hrs/wk; hours vary to meet operational needs

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

This position plans and implements Special Education and Adult Education programs for patients receiving treatment at the Center for Forensic Psychiatry (CFP). The teacher follows the Michigan Department of Health and Human Services Plan for Delivery of Special Education Programs and Services and the Michigan Department of Education Preliminary Monitoring Model (based on Administrative Rules for Special Education). This position works with other Rehabilitation Services staff, the school social work liaison and interdisciplinary teams.

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**

Plans and implements educational programs for Special Education students and Adult Education students who reside at CFP.

**Individual tasks related to the duty:**

- Provide daily instruction to students during scheduled classroom times (Monday-Friday 9:10am - 11:05am and 1:00pm - 3:00pm).
- Plan and implement individual and group instructional activities.
- Maintain a caseload of 20 students including Special Education and Adult Education.
- Selects appropriate texts, learning materials and supplies for classroom activities/instruction.
- Develops education plans which include instructional goals and objectives for students.
- Reviews student's IPOS and reports progress on behavioral problems that are the focus of psychiatric treatment.
- Coordinates classroom activities and schedules with other staff.
- Maintains program areas and equipment in a safe and secure manner.
- Orders instructional materials.

**Duty 2****General Summary:****Percentage: 25**

Record keeping and documentation of services.

**Individual tasks related to the duty:**

- Write monthly progress reports on assigned caseload; include academics and behavioral information.
- Document daily attendance for classroom participants in the electronic medical record.
- Maintain student records for various accounting/statistical reports (Special Education counts; data registry information for MI-CIS when requested).
- Keep case management list current and communicate with other staff regarding students.
- Maintain communication with resident school district of special education students.
- Provide homebound/hospitalization services to special education students.

**Duty 3****General Summary:****Percentage: 20**

Screening and evaluation of students.

**Individual tasks related to the duty:**

- Screen newly admitted patients for Special Education services.
- Screen newly enrolled Adult Education students to designate needs and interests.
- Process referrals for Adult Education students.
- Administer and interpret results of standardized tests.
- Review instructional and performance objectives on a monthly basis.
- Attends occasional Treatment team meetings as necessary

**Duty 4****General Summary:****Percentage: 5**

Professional staff development.

**Individual tasks related to the duty:**

- Maintain a record of professional development hours.
- Participate in annual Performance Management Review process, identifying training needs.
- Identify individual work related goals.
- Complete CFP annual in-service training requirements.
- Explore opportunities to learn new skills through use of administrative leave to attend conferences, take on-line courses and participate in CFP opportunities for continuing education.
- Attends Special Education Task Group meetings.
- Maintain knowledge of CFP and Rehabilitation Services Policies and Procedures.
- Maintains knowledge of current IDEA rules and regulations.

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

Exercises considerable professional judgement in managing the day-to-day operations of the classroom.

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

Works under the general supervision of the Rehabilitation Services Director, keeping the Director informed at all times of problems or conflicts that impact on provision of Educational Services. Notifies the Rehabilitation Services Director immediately of safety or security violations. Consults with Rehabilitation Services Director when decisions will impact other departments or are a variation from current Rehabilitation Services Department policy or procedure.

**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.**

Standing, sitting, balancing, reaching, lift a minimum of 20 lbs., walking. May require outdoor work, noise associated with music, work with tools, transporting equipment and exposure to noxious odors. Crisis Prevention Institute (CPI) training is required and may be necessary to implement physical interventions in an emergency situation. Work a minimum of an 8 hour shift.

**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?**

Management prepared.

**23. What are the essential functions of this position?**

This position plans and implements Special Education and Adult Education programs for patients receiving treatment at the Center for Forensic Psychiatry (CFP). The teacher follows the Michigan Department of Health and Human Services Plan for Delivery of Special Education Programs and Services and the Michigan Department of Education Preliminary Monitoring Model (based on Administrative Rules for Special Education). This position works with other Rehabilitation Services staff, the school social work liaison and interdisciplinary teams.

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

Updating for recruitment purposes and to have a current position description on file. Documentation requirements have changed due to the inception of the Electronic Medical Record at CFP. Special Education Teacher has the responsibility to perform initial testing and formulation of the IEP.

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

The Special Education/Adult Education program is an integral part of the Rehabilitation Services Department which provides extensive programs in the Treatment Services Division of CFP. Occupational Therapy, Therapeutic Recreation, Music Therapy, Adult Education, Special Education, Vocational Therapy and Pastoral Care work cooperatively to meet the needs of patients at the Center. Education Services are offered in a centralized program area called Main Street as well as on the patient living unit. Services may be provided on the unit to Special Education students when homebound status requires it.

**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 special education or a field of K-12 education.

**EXPERIENCE:**

**Special Education Teacher P11**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As listed on the Civil Service Job Specification. In addition:

- Knowledge of teaching principles and practices.
- Ability to prepare lesson plans/group protocols to organize instructional programs.
- Ability to maintain records, prepare reports and correspondence related to work.
- Ability to communicate effectively with others verbally and in writing.
- Basic understanding of the impact of mental illness on functional abilities.
- Ability to intervene when behavioral problems interfere with learning activities or group process.

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:**

Possession of current Michigan teaching certificate (or equivalent) with a special education endorsement in autism, cognitive impairment, emotional impairment, learning disabilities, physical education for students with disabilities, physical or other health impairment, speech and language impairment, and/or visual impairment.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**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.

N/A

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

EMILY WILLIAMS

3/10/2021

\_\_\_\_\_  
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