

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

Position Code 1. SHTCHRE

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 DOC-KINROSS FAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facility Administration
4. Civil Service Position Code Description School Teacher-E	10. Division Corrections
5. Working Title (What the agency calls the position) School Teacher	11. Section Prisoner Services
6. Name and Position Code Description of Direct Supervisor BURTT, JODY L; SCHOOL PRINCIPAL-3	12. Unit School
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 4533 W. Industrial Park Drive, Kincheloe, MI 49788 / 80 hours a pay period
14. General Summary of Function/Purpose of Position This position requires a current valid teaching certificate issued and endorsed by the Michigan Department of Education. The teacher is a classroom manager of prisoners in the classroom. Teacher must use good teaching practices to address the academic needs of all prisoners assigned to the class at the ABE, pre-GED and GED educational levels. The position is located behind the secure perimeter of a multi-level correctional facility. This position is also responsible for coordinating required testing of students.	

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: 60

Active teaching: To teach academic, pre release and life skills to prisoners

Individual tasks related to the duty:

- Determine which students are ready to GED ½ test.
- Prepare lessons in accordance with MDOC education programming.
- Keep accurate records of lessons completed and passed with an 80% or better.
- Control and improve classroom behaviors by using classroom management skills.
- Maintain daily attendance and monthly payroll for each student enrolled.
- Communicate recommendations for materials or best practices to school principal.

Duty 2

General Summary:

Percentage: 40

Coordinate, administer and interpret tests and assessments for programs in the Education Department.

Individual tasks related to the duty:

- Administer TABE test to all prisoners requiring testing.
- Administer GED ½ test to qualified prisoners.
- Coordinate testing activities in the Education Department.
- Manage, maintain and disperse program data to management and prisoners.
- Maintain accurate records, prepare reports, and conduct correspondences related to the program.
- Inventories and maintains supplies and equipment for testing programs within department.
- Administer GED test per GED guidelines.

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

Decisions regarding prisoner programming needs. Decisions regarding test application and interpretation. Assess each student upon enrollment to determine what materials to assign. Discussions based on test and interview information related to academic, vocational and social assessment goals.

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

363A Work Reports Prisoner Grievances 363 Work Reports, Letters from prisoners (kites), Complaints/concerns from other staff members

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.

Use of computers and video screen. Minimal standing, walking, bending, and twisting. Position is located within the secure perimeter of a correctional facility and has prisoner contact throughout the day.

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?
Actively engage prisoners in a classroom setting with relevant lessons for individual and group settings. Coordinating all testing in the Education Department for facility/complex. Maintain inventory of all testing materials and supplies. Maintain records as required.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
No changes. The current employee shares the position code with another active employee and we are requesting new position code.

25. What is the function of the work area and how does this position fit into that function?
The purpose of the educational component is to provide educational, vocational, and social skills training to male offenders by various methods. The testing component facilitates the development and implementation of the programs. Position will coordinate testing in the education department for facility.

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 or education accepted by the Michigan Department of Education for a teaching certificate.

EXPERIENCE:
School Teacher P11
No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of tests, materials, supplies and equipment necessary for proper academic and vocational placement and assessment. Ability to interpret test results, maintain records and prepare reports and correspondence related to the work. Ability to evaluate the progress, behavior and attitudes of prisoners. Ability to communicate effectively with others. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:
Michigan teacher's certificate issued by the State Board of Education

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.

CRYSTAL BOND 10/17/2025

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