

1. Position Code SPETCJREA70R

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 MDOC/Macomb Correctional Facility
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Classification of Position Special Education Teacher P-11	10. Division Operations
5. Working Title of Position (What the agency titles the position) Special Education School Teacher P-11	11. Section Education
6. Name and Classification of Direct Supervisor Ronald Seaberry, School Principal	12. Unit Education
7. Name and Classification of Next Higher Level Supervisor Heather Gay, State Assistant Administrator 15	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, New Haven, MI 48048 7:00 am to 3:30 pm Monday thru Friday

14. General Summary of Function/Purpose of Position

This Special Education position coordinates the delivery of special education services, resources, schedules and reports for special education eligible students, as well as teaches ABE/GED students reading, math and writing skills. Work location is inside the secure perimeter of a multi-level institution and includes daily and re-occurring interaction with prisoners of all custody levels. This is a covered position. It may also involve performing duties at multiple facilities with varying hours and days.

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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 70

Coordination of all Special Education Activities.

Individual tasks related to the duty.

- A. Teaching adapted subjects for educable mentally impaired, emotionally impaired, and/or learning disabled students.
- B. Assisting a defined group of special education students in their overall program.
- C. An ongoing evaluation of individual student progress, including necessary diagnostic classroom studies.
- D. Maintaining all necessary documentation, record keeping and on-going evaluations as they pertain to Special Education.
- E. Participating in developing IEPC recommendations for students, including individual curriculum plans with performance objectives.
- F. Assisting students and staff with programs in a regular classroom setting.
- G. Prepares, adapts and selects appropriate materials and supplies for classroom use, as well as, effective teaching methods.
- H. Participates in special education training and curriculum meetings.

Note: Percentage will fluctuate according to Special Education population.

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Duty 2

General Summary of Duty 2 % of Time 25

Teaches Reading, Math, and Writing Skills to Non-Special Education students.

Individual tasks related to the duty.

- A. Uses department approved materials and computer programs to help students complete the curriculum.
- B. Completes all required paperwork, including student payroll, quarterly 363A reports, ALP reports, and teacher utilization reports.
- C. Uses accepted classroom plotters for each student.
- D. Administers quarterly TABE Test to every student.
- E. Recommends students for GED Testing.
- F. Enforces school and prison rules in the classroom.

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Duty 3

General Summary of Duty 3

% of Time 5

Perform related work and other assigned duties as requested by the Principal and/or the Warden.

Individual tasks related to the duty.

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Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

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Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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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.

Selects texts, materials, supplies. Prepares and adapts instructional material. Participates in developing educational plans for the individual student. Maintains records and reports relative to the student=s work. Provides progressive discipline as needed.

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

Any class changes, student suspensions/removals and GED Testing candidates.

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.

Light lifting of folders, textbooks, and supplies. Working with literate, somewhat literate, functionally illiterate and Special Education male adults in a medium security prison setting. The work, involves daily interfacing and supervising state offenders; many with psychological problems, assaultive records, and a history of low academic achievement.

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 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. |

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?

Yes

23. What are the essential duties of this position?

Enforce and carry out the Department's policies and procedures. Implement the educational program for Special Education students. Instruct and motivate students so that they achieve academic goals. Complete all required paperwork.

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

Position will be shared-services with Ionia Maximum Correctional Facility.

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

To provide academic and vocational education, including Special Education, to Level I, II, IV and V prisoners.

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

EDUCATION:

Special Education Certification in at least one of the following: Learning Disabled, Educable Mentally Impaired, Emotionally Impaired, Physically impaired. B.S. /B.A. with current certification to teach Special Education.

EXPERIENCE:

Experience teaching adults and special education students is preferred, but not mandated.

KNOWLEDGE, SKILLS, AND ABILITIES:

Applicants will be evaluated individually based upon resume= and experience

Understanding of current special education laws and the ability to work with others is desired.

CERTIFICATES, LICENSES, REGISTRATIONS:

Teaching Certification with endorsement for Special Education.

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