

**State of Michigan
Civil Service Commission**

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

Position Code

1. TEACADEEA30R

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 MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Children's Services Administration
4. Civil Service Position Code Description Teacher Aide-E	10. Division Juvenile Justice
5. Working Title (What the agency calls the position) Teacher Aide	11. Section CSA PUBLIC HEALTH FACILITY RESOURCE SECTION
6. Name and Position Code Description of Direct Supervisor STUART, IAN; SCHOOL PRINCIPAL-2	12. Unit JJ FACILITIES EDUCATION - MYTC
7. Name and Position Code Description of Second Level Supervisor BOOSE, TERRIA K; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 400 N. Rose ST. #100 Mt. Clemens Mi. 48864 / 40 hours per week

14. General Summary of Function/Purpose of Position

The teacher aide is required to assist in establishing a program that encourages the development of positive group and individual attitudes and each child's individual academic potential. This necessitates assisting the classroom teacher in the involvement of an ongoing investigation and evaluation of new ideas in curriculum and materials. Teacher Aide assists in the investment in heavily developing corrective interpersonal relationships with pupils and is expected to be an appropriate adult figure for child identification and modeling. In a multidiscipline treatment center, the aide is expected to learn to function effectively as part of a fully integrated treatment milieu.

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: 70**

Assist the General and Special Education Teacher in teaching academic subjects to students.

Individual tasks related to the duty:

- Assist in the preparation of lesson plans and presentation of academic subjects as directed.
- Assist in implementing lesson plans during an absence.
- Administers, monitors and scores test and record grades.
- Observes and monitors student activities in the classroom setting.
- Assist instructors in maintaining order and discipline in the classroom.
- Monitor and record attendance.
- Maintains records, files and progress reports on students.
- Assisting in special activities.
- Performs related work as assigned

Duty 2**General Summary:****Percentage: 20**

Participate in interdisciplinary team designed to monitor student performance.

Individual tasks related to the duty:

- Assist in writing of IEP and establishment of goals and objectives.
- Assist in the evaluation of student progress.
- Consult with therapists, social workers, doctors and nursing as directed.
- Provides the team with input on student performance.
- Make recommendations regarding student progress and goals.
- Read education files from sending schools and medical charts as needed.

Duty 3**General Summary:****Percentage: 5**

Reporting and Record Keeping.

Individual tasks related to the duty:

- Assist in writing monthly education progress reports.
- Assist in assigning grades for report cards on a quarterly basis.
- Assist in writing final school evaluations

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

Professional Growth

Individual tasks related to the duty:

- Attend in-service training, professional seminars and conferences.
- Share information with colleagues.
- Assists in developing and implementing Behavior Management Strategies

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

Decisions that are allowed/directed to make by the classroom teacher/school principal. These decisions affect students and classroom teacher.

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

Decisions related to facility policy and program direction.

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.

Work is performed with up to ten juvenile delinquents at a time in:

- An academic classroom setting.
- Throughout the facility and grounds of MYTC.
- Off ground in various locations.
- The employee is considered a direct care staff and is responsible for physically and mechanically restraining youth; The employee must be in good physical health.

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?

Assists in establishing a program that encourages the development of positive group and individual attitudes and each child's individual academic potential. This necessitates assisting the classroom teacher in the involvement of an ongoing investigation and evaluation of new ideas in curriculum and materials. Teacher Aide assists in the investment in heavily developing corrective interpersonal relationships with pupils and is expected to be an appropriate adult figure for child identification and modeling. In a multidiscipline treatment center, the aide is expected to learn to function effectively as part of a fully integrated treatment milieu.

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

New

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

To provide academic assessment and education services to youth in a secure detention and treatment center. To work as part of a staff team to access youth and group development and actively participate in the creation and implementation of strategies to further a youth's progress toward a positive lifestyle. To facilitate and / or supervise youth activities in and outside of the classroom as determined by a team decision making process.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Teacher Aide 6

No specific type or amount is required.

Teacher Aide 7

One year of experience equivalent to a Teacher Aide 6.

Teacher Aide E8

Two years of experience equivalent to a Teacher Aide, including one year equivalent to a Teacher Aide 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

As Per Civil Service Job Specification.

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:

NA

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.

NA

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

LORA WILLIAMS

12/11/2025

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