

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

Position Code 1. TEACADEEA21R

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-WALTER REUTHER PSYCHIATRIC HOSPITAL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Child and Adolescent Services
4. Civil Service Position Code Description Teacher Aide-E	10. Division Clinical/Technical Support
5. Working Title (What the agency calls the position) Teacher Aide E	11. Section Special Education
6. Name and Position Code Description of Direct Supervisor YOUNG, LATISHA; SCHOOL PRINCIPAL-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor SOLKY, MARY; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 30901Palmer Rd Westland MI 48186 / 8 am - 5 pm

14. General Summary of Function/Purpose of Position

This position will assist the Special Education Teacher in the instruction of basic subjects to students and provide a variety of services that assist in the daily operation of the classroom.

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 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.
- Supervising play.
- Other related duties 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.
- Other related duties as assigned.

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.

- Other related duties as assigned.

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.

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

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

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.

Sitting, standing, walking, carrying, stretching, stooping, climbing, and kneeling. Exposure to students with communicable diseases. Exposure to physical plant hazards such as water damage and dust.

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?

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. The aide assist 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 position.

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

The school at Walter Reuther Psychiatric Hospital is designed to provide an appropriate educational experience (group and/or individual) for seriously impaired inpatients. This experience consists of a carefully planned school program that focuses on the growth and development of each child in the affective and cognitive domains.

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:

Knowledge of the basic 4 core subject areas.

Knowledge of the practices of teaching.

Ability to maintain and control disruptive behavior.

Ability to follow instructions and work effectively with a classroom teacher.

Ability to operate a computer to perform the work.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

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.

FELISHIA WILLIAMS

12/26/2025

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