

**State of Michigan  
Civil Service Commission**

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

**Position Code**

**1. EDUCCSTE**

**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><br><br>MILEAP                                                                                                  |
| <b>3. Employee Identification Number</b>                                                                                      | <b>9. Bureau (Institution, Board, or Commission)</b>                                                                                       |
| <b>4. Civil Service Position Code Description</b><br><br>Education Consultant-E                                               | <b>10. Division</b><br><br>Education Partnerships                                                                                          |
| <b>5. Working Title (What the agency calls the position)</b><br><br>Out-of-School Time (OST) Education Consultant             | <b>11. Section</b><br><br>Out-of-School Time Learning and Camp Licensing                                                                   |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br><br>RAMSEY, DEONDRA S; STATE ADMINISTRATIVE<br>MANAGER-1 | <b>12. Unit</b><br><br>Out-of-School Time Learning                                                                                         |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br><br>LOWER, RICHARD J; STATE OFFICE ADMINISTRATOR   | <b>13. Work Location (City and Address)/Hours of Work</b><br><br>105 W. Allegan St., Lansing, MI 48933/ Hybrid / Monday-<br>Friday 8am-5pm |

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

The function and purpose of this OST Education Consultant position are to provide leadership and direction in the development of regulations, rules, procedures, and policies as they relate to State School Aid Act, Section 32n OST Grants. A primary responsibility is the management of state and/or federal funding for major grant programs. The OST Education Consultant works with a broad range of organizational/provider entities (primarily non-profit, community-based), and other agencies, on program development, implementation, and evaluation.

**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: 40**

Plan, develop, and implement safe, appropriate, and effective out-of-school time programs.

**Individual tasks related to the duty:**

- Provide technical assistance related to OST program criteria questions via in-person and/or virtual mechanisms.
- Participate in planning unit, division, or department (co-)sponsored OST conferences, training, and technical assistance for OST field administrators and staff regarding family and community engagement, program implementation strategies, and assessment and evaluation of the overall OST statewide system.
- Identify appropriate research materials to inform a variety of issues related to OST program and system implementation.
- Work collaboratively across units, divisions, departments, and with external agency stakeholders to formulate policies and inform practice in the transition of youth from school-day classrooms to out-of-school time programs to improve student achievement and other outcomes.

**Duty 2**

**General Summary:**

**Percentage: 40**

OST Grant management and Allocations

**Individual tasks related to the duty:**

- Development, review, and improve grant applications and reports through technical assistance procedures and SOM/department programs.
- On-site monitoring visits.
- Leadership in dissemination of personal knowledge of state and federal OST requirements, innovative collaborative service delivery models, and state (e.g., Michigan OST Standards of Quality) and national program standards for OST.
- Development of guidance, technical assistance, and training to the field.
- Coordination with other OST grant programs within the unit, division, and department, as determined by management.
- Assist in coordination of gathering data and compiling reports of grant program compliance and reporting to a variety of sources, including but not limited to division and department leadership, the legislature, the Governor's office, and public.

**Duty 3**

**General Summary:**

**Percentage: 20**

OST System Collaboration and Other duties, as assigned.

**Individual tasks related to the duty:**

- Represent Michigan on state and/or national OST initiatives.
- Attend meetings and provide leadership to statewide OST organizations by various mechanisms, as needed.
- Consult and advise state, local, and private agencies, and intra-/inter-departmentally regarding OST programs and services.
- Develop and present at OST-related conferences.
- Attend meetings and functions of the unit, division, department to bridge relationships and align work on similar initiatives.
- Other duties, as assigned.

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

- Advise broad group of OST organizational/provider entities and funded agencies requesting assistance.
- Determining adequacy of, or need for revision for, OST funded grant applications/budgets for competitively awarded programs.
- Day-to-day OST grant implementation duties.

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

- Policy/guidance issues and changes related to OST grants and programs.
- Information gathered/developed for division, division, and external/public communication.
- All communications to the deputy director, department director, members of the legislature and affiliates, the Governor.

**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.**

Travel is required, including overnights. Significant computer screen time daily.

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?

Essential functions are to provide leadership and direction in the development of regulations, rules, procedures, and policies as they relate to State School Aid Act, Section 32n OST Grants. A primary responsibility is the management of state and/or federal funding for major grant programs. The OST Education Consultant works with a broad range of organizational/provider entities (primarily non-profit, community-based), and other agencies, on program development, implementation, and evaluation. This position requires travel.

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

New establishment.

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

The Division of Out-of-School Time (OST) Learning and Camp Licensing provides information, consultation, and resources to families, educators, and communities concerned with the progress and development of children, youth and their families so that they will be prepared to succeed in school and in life. Staff manage federal and state grant programs and consult on OST programs (i.e., before-school, after-school, and summer) for K-12 students with a variety of providers, including local school districts, public school academies, intermediate school districts, and a myriad of non-profit and for-profit community-based organizations. In addition, the State of Michigan regulates children's day, residential, troop and travel camps and this division provides for the safety and protection of children through camp licensing and regulation of child care organizations, as well as establishment of camp standards for those organizations.

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

**EDUCATION:**

Possession of a master's degree in a field of education.

**EXPERIENCE:**

**Education Consultant 11**

No specific type or amount is required.

**Education Consultant 12**

One year of administrative or consultative experience in the field of K-12 or early childhood education equivalent to the Education Consultant 11.

**Education Consultant P13**

Two years of administrative or consultative experience in the field of K-12 or early childhood education, including one year equivalent to an Education Consultant 12.

**Alternate Education and Experience**

**Education Consultant 12**

Five years of teaching experience may be substituted for the experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skillset for in providing consultative services to a wide provider base of OST programs/services.
- Knowledge of the research and evidence base of OST learning.
- Knowledge of the laws and regulations pertaining to State School Aid Act, Section 32n, and 21st CCLC (ESSA, Title I, Part; IDEA, Part B; Perkins V; State School Aid, Section 31a are all preferred).
- Skillset for making presentations to large groups.
- Ability for high level of communication skills, especially writing quality and effectiveness.
- Ability to work with and on behalf of a diverse group of people and organizations.
- Knowledge of current state level OST system building efforts and grant funded opportunities.
- Knowledge of the philosophies, objectives, and techniques in the field of education.
- Knowledge of the principles and practices of curriculum planning and instructional methods applicable in elementary and secondary education.
- Knowledge of the theories and techniques involved in organizing and implementing education programs.
- Knowledge of the laws and regulations pertaining to the field of education.
- Knowledge of recent developments and current literature in the field of education.
- Knowledge of grant funding and budgeting processes.
- Knowledge of reporting methods related to the work.
- Ability to analyze the conditions and needs of local school districts and make recommendations for improvements or corrections accordingly.
- Ability to provide leadership in the field of instruction to boards of education and school administrators.
- Ability to conduct and participate in workshops, in-service education conferences, and public meetings.
- Ability to obtain cooperation from teachers, school administrators, the public, and others in carrying out the programs of the Department of Education.
- Ability to conduct research, document findings, and interpret results to educators and the public.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid drivers license preferred.

**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.***

MICHAELA CAREY

9/17/2026

\_\_\_\_\_  
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

