

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. SCHTCHREA59R

**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>DOC-OAKS FACILITY                                                                                                |
| <b>3. Employee Identification Number</b>                                                                                  | <b>9. Bureau (Institution, Board, or Commission)</b><br>Correctional Facilities Administration                                                  |
| <b>4. Civil Service Position Code Description</b><br>SCHOOL TEACHER-E                                                     | <b>10. Division</b><br>Offender Success                                                                                                         |
| <b>5. Working Title (What the agency calls the position)</b><br>School Teacher                                            | <b>11. Section</b><br>Education                                                                                                                 |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>DERKS, DAVID N; SCHOOL PRINCIPAL-3                   | <b>12. Unit</b><br>School/Education                                                                                                             |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>1500 Caberfae Highway, Manistee, MI 49660 / Monday - Friday; 7:00 a.m. - 3:30 p.m. |

**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 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 Level II/IV correctional facility. This position is also responsible for coordinating required testing of students. This teacher will oversee the Pre-Release programming for the facility and will be responsible for keeping instruction and resources in alignment with the departmental Re-Entry program.

**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: 75**

**Active Teaching:**

To teach academic, pre-release and life skills to prisoners.

**Individual tasks related to the duty:**

- Prepare and conduct lessons in accordance with the MDOC education curriculum.
- Aligns content standard to better prepare prisoners for postsecondary education.
- Maintain custody and security of all prisoners, equipment, and materials in education area.
- Prepare reports for school, institution and central office.
- Maintain student confidentiality.
- Monitor prisoners academic progress.
- Attend all staff development meetings and trainings.
- Deliver appropriate instruction according to student's needs and goals. Select appropriate instructional tools, maintain accountability records.
- Maintain accurate records of lessons completed and passed at mastery level.
- Utilize appropriate classroom assessment techniques. (i.e. GED 1/2 test, TABE test)
- Control and improve classroom behaviors by using effective classroom management skills.
- Maintain daily attendance and monthly payroll for each student enrolled.
- Communicate recommendations for materials or best practice to school principal.
- Complete quarterly (363A) Education Program Plans for every student with clear goals and objectives.
- Complete CSJ-363 work reports on tutors and clerks.
- Complete Yearly Adult Learning Plans (ALP's) on all students.

**Duty 2**

**General Summary:**

**Percentage: 15**

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 1/2 test to qualified prisoners per GED Guidelines.
- 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.
- Inventory and maintain supplies and equipment for testing programs within the department.
- Proctoring tests.

**Duty 3**

**General Summary:**

**Percentage: 5**

Complete any extra projects, reports and other duties as assigned.

**Individual tasks related to the duty:**

- Complete any projects or reports that arise and may be assigned as a result of the day to day operations of the school program.
- Work with and be cognizant of custody and security functions of your work environment.
- Any other duties as assigned.

**Duty 4**

**General Summary:**

**Percentage: 5**

Maintain and apply knowledge and skills through professional training and in-services.

**Individual tasks related to the duty:**

- Complete all departmental new employee training.
- Complete departmental in-service training.
- Assign, attend and participate in ongoing professional development designed to improve student achievement.
- Know and comply with all department and facility administration rules, policies, and procedures.
- Attend and complete training on academic educational software for classroom delivery.

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.

- Classroom spending and budget.
- Removal of students from class.
- Monthly reports.
- Yearly training requirements.
- 363 and 363A 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 equipment/screen.
- Minimal standing, walking, bending, and twisting.
- Mental alertness is required.
- 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.

Position currently vacant and to be posted. Appointing Authority updating PD.  
Update Division from Office of Employment Readiness to Offender Success.  
Correct spelling in Duty 3 and Duty 4.  
Updated Education/Experience to match MCSC Job Specifications.

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 academic, 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 some testing in the education department for the 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:**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of tests, materials, supplies and equipment necessary for proper academic/vocational placement and assessment.

Ability to interpret test results, maintain records and prepare reports and correspondences 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.

N/A

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

HOLLY HAYWOOD

12/18/2024

\_\_\_\_\_  
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