

1. Position Code

**State of Michigan**  
**Department of Civil Service**  
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.**

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| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>Education   |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b><br>Michigan School for the Deaf (MSD)                   |
| <b>4. Civil Service Classification of Position</b><br>State Administrative Manager 15                                  | <b>10. Division</b><br>Special Education and Early Intervention Services                                     |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>MSD Campus Administrator                  | <b>11. Section</b><br>Administration   |
| <b>6. Name and Classification of Direct Supervisor</b><br>Eleanor White, State Office Administrator 17                 | <b>12. Unit</b>  |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>Sally Vaughn, Deputy Superintendent, Unclassified | <b>13. Work Location (City and Address)/Hours of Work</b><br>MSD, Flint, Monday-Friday 7:30 a.m. - 4:00 p.m. |

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

The Michigan School for the Deaf (MSD) provides residential and educational programs and services for students who are deaf or hearing impaired. This position oversees all functions of the MSD campus including direct programs and services to students who are deaf or hearing impaired, campus central office functions, and facility maintenance. Currently, there are 135 students enrolled in MSD, approximately 70 of those students live in the onsite dormitory from Sunday night through noon on Friday; the remaining students commute daily. Additionally, the campus administrator is ultimately responsible for 90 Civil Service employees and numerous contractors.

**For Civil Service Use Only**

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 30

Administrative responsibilities for and direct supervision of the Michigan School for the Deaf Leadership Team.

**Individual tasks related to the duty.**

- Direct and assist the MSD Principals in budget and planning to support school improvement and strategic plan priorities.
- Direct and assist the MSD Accounting Manager in budget strategies and reporting obligations.
- Direct and assist MSD Youth Residential Director on dormitory issues.
- Direct and assist MSD Physical Plant Supervisor on maintenance issues.
- Direct and assist Leadership Team in development and implementation of staffing plans and staff development.
- Direct and assist Leadership Team in aligning procedures with state and federal requirements in the delivery of special education programs and services for students.
- Evaluate staff performance.
- Maintain proper labor relations and conditions of employment; participate in labor-management meetings as necessary.
- Meet regularly with the MSD Leadership Team to identify and problem-solve issues of concern.
- Assist MSD Leadership Team members in employee grievance and discipline issues as necessary.
- Assist the Director of Special Education and Early Intervention Services with the coordination of services and related communications with other agencies, organizations, and groups to secure appropriate services for students served through MSD.

Duty 2

General Summary of Duty 2

% of Time 30

Administrative oversight and supervision of the Michigan School for the Deaf residential program as well as the Central Office and school/campus facilities including management of contracts, leases, procurement, facilities management, and related interagency business with other state agencies.

**Individual tasks related to the duty.**

- Provide appropriate supervision and training for all staff to assure the health and safety of all students in residence at all times.
- Develop and update appropriate policies and procedures for crisis management and intervention.
- Ensure implementation of policies and procedures through regular staff development and monitoring.
- Identify health and safety priorities to assure the well-being of students and staff.
- Leadership provided to address all aspects of labor-management relations and conflict resolution.
- Supervise the campus management, related facilities, school programs, and services.
- Ensure appropriate funding sources.
- Manage contracts and leases for school services and facilities.

Duty 3

**General Summary of Duty 3**

**% of Time 25**

Administrative oversight and supervision of the Michigan School for the Deaf to ensure all academic and alternative education programs and services achieve required outcomes and are in compliance with state and federal statutory and regulatory requirements.

**Individual tasks related to the duty.**

- Ensure curriculum is aligned with State of Michigan Curriculum Framework, including grade level content expectations and any legislative requirements.
- Evaluate instructional staff in relation to professional standards and student performance, provide professional development for staff to maintain quality instructional programs.
- Ensure school programs are focused on student achievement for both academic and functional outcomes.
- Maintain a school environment that supports behavioral growth and social skills of students attending MSD.
- Ensure transition planning and services in place to support graduation and successful post-school outcomes for all students.
- Provide appropriate intervention for students in the alternative program ensure individual outcomes as identified in each student's IEP.
- Supervise New Beginnings Center (NBC).

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Maintain effective communication and other duties as assigned.

**Individual tasks related to the duty.**

- Maintain effective communication with administration of the Michigan Department of Education and the State Board of Education.
- Maintain appropriate and timely communication with families and guardians of students receiving services at or through the Michigan School for the Deaf.
- Maintain appropriate and timely communication with state agencies and other organizations involved directly with the operations, programs, or services of the Michigan School for the Deaf.
- Participate in Departmental or interagency initiatives, workgroups, or special projects as directed.

Duty 5

**General Summary of Duty 5**

**% of Time 5**

Administrative oversight and supervision of Michigan School for the Deaf extracurricular, interscholastic, and athletic programs.

**Individual tasks related to the duty.**

- Administrative oversight of management of all sports and extracurricular programs of the Michigan School for the Deaf.
- Administrative oversight of management of all interscholastic programs.
- Assure ongoing review and implementation of policies and procedures for transporting students to off-campus events, including compliance with statutory and regulatory requirements.
- Assure appropriate training and supervision of staff and volunteers associated with extracurricular, interscholastic, and athletic programs.

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.

- The delivery of direct programs and services to students who are deaf or hard of hearing.
- Decisions regarding the Michigan School for the Deaf financial services and the maintenance of the facility.

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

If past experience and education do not meet the needs of the situation, Supervisor's assistance will be sought.

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.

Typical school and campus environment; no unusual physical demands or environmental conditions.

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>            |
|-----------------|-----------------------|----------------|-------------------------------|
| Cecelia Winkler | School Principal 14   | Richard Suiter | Youth Residential Director 13 |
| Laura Schaffer  | School Principal 14   | Byron Jolly    | Physical Plant Supervisor 12  |
| Vacant          | Accounting Manager 13 | Sonia Breed    | Dept. Analyst 11/12           |
| Janet Kelley    | Secretary 9           |                |                               |
|                 |                       |                |                               |

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |   |   |
|---|---|
| <p><input checked="" type="checkbox"/> Complete and sign service ratings.</p> <p><input checked="" type="checkbox"/> Provide formal written counseling.</p> <p><input checked="" type="checkbox"/> Approve leave requests.</p> <p><input checked="" type="checkbox"/> Approve time and attendance.</p> <p><input checked="" type="checkbox"/> Orally reprimand.</p> | <p><input checked="" type="checkbox"/> Assign work.</p> <p><input checked="" type="checkbox"/> Approve work.</p> <p><input checked="" type="checkbox"/> Review work.</p> <p><input checked="" type="checkbox"/> Provide guidance on work methods.</p> <p><input checked="" type="checkbox"/> Train employees in the work.</p> |
|---|---|

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?

The position description is accurate.

23. What are the essential duties of this position?

Administrative oversight and supervision to the Michigan School for the Deaf academic, residential, and extracurricular programs; Central Office responsibilities; and facilities management.

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

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

The Michigan School for the Deaf provides residential and educational programs and services for students who are deaf or hard of hearing. This position is responsible for the administrative oversight of all programs and services at the Michigan School for the Deaf in Flint.

26. In your opinion, 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 any major.

Preferred: Master's degree in deaf education and/or degree in educational administration.

**EXPERIENCE:**

Two years of professional experience equivalent in responsibility to the P11 level or one year of professional experience equivalent in responsibility to the 12 level.

Preferred: A variety of school district experience in the delivery of programs and services for students with disabilities, including administrative experience in special education at local or intermediate school district(s).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

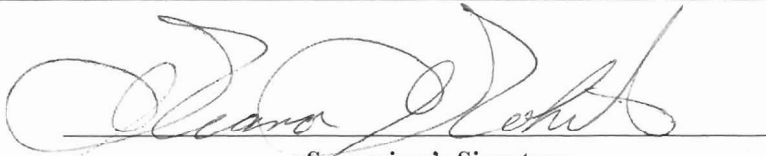
- Extensive knowledge of state and federal laws and regulations related to the delivery of special education programs and services.
- Extensive knowledge of training and supervisory techniques.
- Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Thorough knowledge of labor relations, equal employment opportunity policies and procedures.
- Ability to analyze and appraise facts and precedents in making administrative decisions.
- Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.
- Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.
- Ability to communicate using American Sign Language as prescribed and measured by the Sign Language Proficiency Interview process administered by MSDB.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Preferred: Approval in Michigan as Supervisor or Director of 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

2-1-11

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

2/1/11

Date