

Position Code 1.

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
	Education
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Chief Deputy Superintendent Office
4. Civil Service Position Code Description	10. Division
Education Consultant 14	
5. Working Title (What the agency calls the position)	11. Section
State Transformation Specialist	
6. Name and Position Code Description of Direct Supervisor	12. Unit
Stephen Best, Director of Strategic Planning and Implementation	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Norma Jean Sass, Chief Deputy Superintendent	608 West Allegan P.O. BOX 30008, Lansing, MI 48909 8:00 – 5:00 p.m.

14. General Summary of Function/Purpose of Position

This position serves as a state transformation specialist responsible for transforming state's complex education system. In this role the state transformation specialist collaborates with state, regional, and district representatives to align resources and functions. This position is also responsible for developing an implementation infrastructure for major educational initiatives that span multiple agencies, organizations, and districts to support improved education practices and student outcomes in schools and classrooms across the state. This development work will consist of facilitating development of shared strategic plans among multiple stakeholders, identifying strategies to support early preparation, adoption, and implementation of major initiatives, analysis of implementation efforts to identify potential gaps or barriers to be resolved, and collaborative problem solving to ensure implementation of initiatives at all levels of the system. Additional responsibilities include strategic and project planning, facilitating and leading change, and building effective teams.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned

Individual tasks related to the duty.

- Research and identify best practices for school transformation and developing an implementation infrastructure to support improved education practices and student outcomes.
- Represents STATE at meetings, conferences, and retreats, utilizing appropriate communications and customer service orientation on issues relevant to the department.

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

-

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

-

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

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

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office setting, working on a computer for long periods of time, considerable in-state travel will be required.

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. (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>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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?

This position serves as a state transformation specialist responsible for transforming State's complex education system through the development of the implementation infrastructure for major educational initiatives. In this role the state transformation specialist collaborates with state, regional, and district representatives to align resources and functions. This position is also responsible for developing an implementation infrastructure model and framework to support improved education practices and student outcomes relative to major educational initiatives in schools and classrooms across the state. Additional responsibilities include strategic and project planning, facilitating and leading change efforts through consensus-building dialogue, and building effective teams through professional support, project management and coordination, communication strategies, and strategic planning.

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 Chief Deputy Superintendent's Area is responsible for the overall administration and coordination of the three main operational areas. The position is responsible for leading transformation processes for major educational initiatives for the State of State which ties into the Department's Top 10 in 10 Goals coordinated by the Chief Deputy Superintendent. .

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:

Three years of administrative or consultative experience in the field of education in the field of K-12 or early childhood education, including one year equivalent to an Education Consultant P13.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong human relations skills

Knowledge of professional preparation related to systems change

Knowledge of the state's educational infrastructure, including roles and functions of STATE, intermediate school districts, local education agencies, and K-12 schools, or of equivalent regional and local infrastructure for early childhood education.

Administration and supervision of others

Knowledge of implementation science and practice

Ability to develop strong working relationships with a wide range of collaborators and stakeholders

Ability to support leadership and implementation teams at school, districts, regional, and/or state levels.

Excellent oral and written communication skills, including presentation skills

Proficient in the use of technology and web-based modes of communication

Work with diverse groups and individuals in a variety of settings

Use active implementation frameworks effectively and efficiently

Use data to inform decision making

CERTIFICATES, LICENSES, REGISTRATIONS:

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.