



STATE OF MICHIGAN  
invites applications for the position of:  
**Education Consultant  
Manager 14**

An Equal Opportunity Employer

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**JOB #:** 3103-19-007gw

**DEPARTMENT:** Education

**JOB TYPE:** Permanent Full Time

**BARGAINING UNIT:** NON-EXCLUSIVE REPRESENTED EMPLOYEE (NERE)

**SALARY:**

Hourly  
\$30.72 - \$44.48

**OPENING DATE:** 11/01/18

**CLOSING DATE:** 11/15/18 05:00 PM

**JOB DESCRIPTION:**

The position serves as a first-line manager supervising professional direct reports. The function and purpose of this manager position are to provide leadership, management and direction in the development of rules, procedures, standards, and policies for the Early On@ program (infant and toddler early intervention, birth to three years) under Part C of the Individuals with Disabilities Education Act (IDEA). This position entails managing Early On, its grant management activities, and its assigned personnel. Position oversees the coordination with the Governor appointed Michigan Interagency Coordinating Council. The position works collaboratively with other Department of Education programs, as well as other State agencies, such as the Michigan Department of Health and Human Services. The position also works with intermediate school districts, institutions of higher education, and other entities on program development, implementation, and evaluation. This position acts as Part C coordinator and leader, and state contact liaison, to the U.S. Department of Education/Office of Special Education Programs (USED/OSEP) for Part C of IDEA.

[Position Description](#)

**REQUIRED EDUCATION AND EXPERIENCE:**

**Education**

Possession of a master's degree in a field of secondary or elementary education; higher education administration, guidance and counseling; school psychology; educational psychology; school social work; the social sciences; vocational education; mathematics; or, a field related to education program administration(nonacademic).

**Experience**

Three years of administrative or consultative experience in the field of K-12 or early childhood education, including one year of professional experience equivalent to a P13-level Educational Consultant, Education Field Services Consultant, Education Guidance Consultant,

Education Research Consultant, Higher Education Consultant, School District Consultant, Special Education Consultant, or Vocational Education Consultant.

**ALTERNATE EDUCATION AND EXPERIENCE:**

Possession of a bachelor's degree with a major in education combined with a master's degree in a subject area may be substituted for the education requirement.

Possession of a doctorate degree in a field of education may be substituted for two years of the required experience, excluding Education Consultant Manager 16 that supervises psychometricians.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

Current or past possession of a teaching certificate comparable to the one issued in Michigan may be required for some positions.

For positions managing a work area staffed with Education Research Consultants, a major listed above with at least eight semester credits in inferential statistics, educational measurement, evaluation design, or research design, excluding thesis dissertation credits is required.

View the entire job specification at:

[http://www.michigan.gov/documents/EducationConsultantManager\\_12551\\_7.pdf](http://www.michigan.gov/documents/EducationConsultantManager_12551_7.pdf)

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Education  
608 West Allegan Street  
Lansing, Michigan 48933

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**Education Consultant Manager 14 Supplemental Questionnaire**

- \* 1. MDE5 - Please be aware the application review and determination of your eligibility for this position is based solely upon the information provided in your application packet, especially the Work Experience, Supporting Attachments (transcripts, certifications, etc.) and Supplemental Questions sections of your application. Therefore, it is imperative that you provide extensive detail and accurate dates of employment in the applicable sections of your application. It is the applicant's responsibility to attach official college transcripts to the application. For our purposes, an official college transcript must contain your name, the college name/address, the degree conferred/date granted, coursework completed (especially if no degree was granted) and the Registrar's signature and/or seal. A scanned or electronic copy is acceptable, as long as it contains the elements listed above. Web-based, internet, or unofficial transcripts are not acceptable. Failure to attach official transcripts may eliminate your application from the selection process. Information provided in your application, resume, transcripts, and any other documentation provided will be used to verify responses to the supplemental questions. Unsupported responses or applications without requested application materials may be eliminated from further consideration. Have you read and understood the process for submission and use of your application materials?  
 Yes     No
  
- \* 2. EDUCMGR – Do you possess one of the following? A master's degree or higher in a field of secondary or elementary education; higher education administration, guidance and counseling; school psychology; educational psychology; school social work; the social sciences; vocational education; mathematics; or, a field related to education program administration (nonacademic). If so, please attach a copy of your official college transcripts; OR a bachelor's degree with a major in education combined with a master's degree in a

subject area. If so, please attach a copy of your official college transcripts.

Yes

No

- \* 3. EDUCMGR14 – Do you possess one of the following? At least three years of administrative or consultative experience in the field of K-12 or early childhood education; OR a doctorate degree in a field of education and at least one year of administrative or consultative experience in the field of K-12 or early childhood education. .

Yes

No

4. How many years of experience do you have working in programming related to infants and toddlers and their families?

None to 1

1-3 years

3-5 years

5 or more years

5. Please describe in detail the types of experiences you have had.

6. Do you have direct experience working with families with infants and toddlers with disabilities, either in a direct service or supervisory capacity?

Yes  No

7. Please describe your experience.

8. Do you have experience in working across agencies and systems to support family-centered programming?

Yes  No

9. Please describe your experience.

10. Have you had experience in researching information, and in using that research to write policy, procedure or position papers?

Yes  No

11. Please describe your experience.

12. Have you analyzed information for the purpose of impacting program and/or policy decisions?

Yes  No

13. Please describe your experience.

14. Do you have experience in public speaking, making presentations, and provision of targeted assistance to various sized groups?  
 Yes    No
15. Please describe your experience and list specifics on the most recent example.
16. Have you had experience working as a team member with other program and office staff to improve the operation of a program or office?  
 Yes    No
17. Please describe your experience.
18. Do you have experience in supervising employees?  
 Yes    No
19. Please describe your experience.
- \* 20. MDE1 - Do you understand that failure to provide all requested documentation (cover letter, resume, and transcripts) may result in elimination from the competitive process?  
 Yes    No
- \* 21. MDE2 - The State of Michigan is a drug free workplace. Prospective employees will be required to pass a pre-employment drug test. Do you understand this requirement?  
 Yes    No
- \* 22. MDE3 - Do you currently work at the Michigan Department of Education in one of the following capacities? (The Michigan Department of Education is a department within the State of Michigan government. Michigan Public School employees are not employees of the Michigan Department of Education.)  
 Current State of Michigan Department of Education employee  
 Temporary Service employee  
 Contractor Service employee  
 None of the above
- \* 23. MDE4 - Please indicate how you learned of this Michigan Department of Education job posting (e.g., State of Michigan Job Opportunities web site, MASA website, etc.).
- \* Required Question