



STATE OF MICHIGAN
invites applications for the position of:

Michigan School for the Deaf Campus Manager - Department Manager 15

An Equal Opportunity Employer

JOB #: 3103-21-071

DEPARTMENT: Education

JOB TYPE: Permanent Full Time

BARGAINING UNIT: N/A

SALARY:

Hourly
\$33.13 - \$49.02

Annually
\$68,910.40 - \$101,961.60

OPENING DATE: 06/16/21

CLOSING DATE: Continuous

JOB DESCRIPTION:

This position directs and manages all functions of the Michigan School for the Deaf (MSD) campus including direct programs and services to MSD students, statewide outreach services to students of the deaf or hard of hearing community, campus central office functions, and facility maintenance. Additionally, this position also manages and facilitates all MSD communication between intermediate school districts (ISD), local school districts, student's parents and the deaf and hard of hearing communities and serves as the point of contact for the Office of Special Education (OSE). Lastly, this position oversees the residential programming at MSD. This position serves as a second-line professional manager, supervising the School Principal 14, Departmental Analyst 12 (HR Liaison) and Departmental Manager 14 (Youth Dorm Manager).

[Position Description](#)

REQUIRED EDUCATION AND EXPERIENCE:

Education

Possession of a bachelor's degree in any major.

Experience

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

ALTERNATE EDUCATION AND EXPERIENCE:

Education and experience as noted above are *strongly* preferred.

ADDITIONAL REQUIREMENTS AND INFORMATION:

View the entire job specification at:

http://www.michigan.gov/documents/DepartmentalManager_12521_7.pdf

The Michigan State Employees Retirement System (MSERS) is separate from the Michigan Public School Employees Retirement System (MPERS). If you are currently a MPERS retiree, there should be no impact to your MPERS pension due to employment with the Michigan Department of Education. If you are currently eligible for a MPERS retirement benefit and become the successful candidate for this position, you should contact the Office of Retirement Services (ORS) to determine any impact if you elect to immediately begin receiving your MPERS retirement benefit.

Information provided in your application, resume, cover letter, transcripts, and any other documentation provided will be used to verify responses to the supplemental questions. Unsupported responses may not be considered further.

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

This is a continuous posting, the department will begin reviewing applications on July 7, 2021, however, the posting will remain open until the position is filled.

The Michigan Department of Education/Michigan School for the Deaf will not hire and employ individuals who have been convicted of a "listed offense" pursuant to the School Safety Legislation Acts (Public Acts 129, 130, 131 and 138 of 2005). The "listed offense" are defined in the Sex Offenders Registration Act (Section 2 of Public Act 295 of 1994). Fingerprint records are required prior to being hired.

Education
608 West Allegan Street
Lansing, Michigan 48933

Michigan School for the Deaf Campus Manager - Department Manager 15 Supplemental Questionnaire

- * 1. DEPTMGR - Do you possess one of the following? A bachelor's degree or higher in any major. If so, please attach a copy of your official college transcripts; OR at least one year of professional experience in the state of Michigan classified service.

Yes

No

- * 2. DEPTMGR2-4 - Do you possess at least four years of professional experience?
- Yes
 No
- * 3. 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.).
- * 4. 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
- * 5. 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
- * 6. 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
- * 7. 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
- * 8. MDE6 - Are the responses to your supplemental questions reflected in your application supporting materials? Please note, if information is not reflected in the supporting materials, you could be screened out.
- Yes No
- * 9. Do you possess a Master's degree in Deaf Education and/or Educational Administration?
- Yes No
- * 10. Do you have a special education supervisor or director's endorsement?
- Yes No

- * 11. How many years of experience do you have as a special education administrator (director, supervisor, or principal)?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years
- * 12. Please describe your years of experience as a special education administrator (director, supervisor, or principal).
- * 13. How many years of experience do you have using American Sign Language (ASL)?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years
- * 14. Please describe your experience communicating with someone where American Sign Language is their first language?
- * 15. How many years of experience do you have working with labor relations, grievance procedures, and employee discipline issues?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years
- * 16. Please describe your years of experience working with labor relations, grievance procedures, and employee discipline issues?
- * 17. How many years of experience do you have working with academic and alternative education programs and services to ensure positive outcomes for students?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years
- * 18. Please describe your experience working with academic and alternative education programs and services to ensure positive outcomes for students.
- * 19. How many years of experience do you have working in or managing residential programs?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years

- * 20. Please describe your experience working in or managing a residential programs.

- * 21. How many years of experience do you have coordinating and communicating with multiple local education agencies, intermediate school districts, and other agencies?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years

- * 22. Please describe your experience coordinating and communicating with multiple local education agencies, intermediate school districts, and other agencies.

- * 23. How many years of experience do have providing leadership in the implementation of the Individuals with Disabilities Education Act (IDEA), the Michigan Administrative Rules for Special Education (MARSE), and other state special education mandates?
 - None
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years

- * 24. Please describe your years of experience implementing the Individuals with Disabilities Education Act (IDEA), the Michigan Administrative Rules for Special Education (MARSE), and other state special education mandates?

* Required Question