

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**SCHOOL TEACHER**

**JOB DESCRIPTION**

Employees in this job function as professional school teachers, completing a variety of assignments to provide elementary, secondary, or GED education to students in state educational, correctional, or detention facilities.

There is one classification in this job.

**Position Code Title - School Teacher-E**

**School Teacher P11**

This is the experienced level. The employee performs a full range of professional teaching assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**NOTE:** Substitute teachers will progress no further than the second step of the salary schedule for the School Teacher P11.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Teaches secondary school or elementary school courses.

Plans education schedules for students in accordance with their previous education, abilities, interests and needs.

Counsels students on general behavior, citizenship, personal problems and vocational interests.

Prepares lesson plans, determines methods of presentation, and prepares tests.

Marks tests and records grades.

Directs helpers and tutors in instruction methods and the preparation of tools.

Oversees study groups.

Participates in staff discussion on individual cases.

Supervises students assigned by colleges for practice teaching.

Contacts students' home schools to arrange for high school credit for courses.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Considerable knowledge of the principles and practices of teaching.  
 Considerable knowledge of subjects in the field of arts and sciences.  
 Considerable knowledge of techniques applicable in conducting classes for children and adults.  
 Considerable knowledge of texts, materials, supplies and equipment.  
 Ability to formulate courses of study and select instruction aids.  
 Ability to prepare lesson plans, conduct classes, construct tests, and interpret test results.  
 Ability to evaluate the ability, progress, behavior, and attitudes of students.  
 Ability to maintain discipline.  
 Ability to maintain the interest and cooperation of the maladjusted.  
 Ability to maintain records, and prepare reports and correspondence related to the work.  
 Ability to communicate effectively with others.  
 Ability to maintain favorable public relations.

**Working Conditions**

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

**Physical Requirements**

*None*

**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**

School Teacher P11

No specific type or amount is required.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

**Special Requirements, Licenses, and Certifications**

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

Possession of current Michigan teaching certificate.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

SCHLTCHR

**Job Code Description**

SCHOOL TEACHER

**Position Title**

School Teacher-E

**Position Code**

SCHTCHRE

**Pay Schedule**

W22-065

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