



STATE OF MICHIGAN  
invites applications for the position of:

# State Administrative Manager 15

An Equal Opportunity Employer

**JOB #:** 3103-11-078

**DEPARTMENT:** Education

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

**SALARY:**

Biweekly  
\$2,577.19 - \$3,707.04

Annually  
\$67,007.00 - \$96,383.00

**OPENING DATE:** 05/03/11

**CLOSING DATE:** 05/24/11 05:00 PM

**JOB DESCRIPTION:**

The Michigan School for the Deaf (MSD) provides residential and educational programs and services for students who are deaf or hard of hearing. This position oversees all functions of the MSD campus including direct programs and services to students who are deaf or hard of hearing, 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.

**REQUIRED EDUCATION AND EXPERIENCE:**

**Education**

Possession of a bachelor's degree in any major.

**Experience**

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

**ALTERNATE EDUCATION AND EXPERIENCE:**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

View the job specification at:

[http://www.michigan.gov/documents/StateDeputyDivisionAdministrator\\_13130\\_7.pdf](http://www.michigan.gov/documents/StateDeputyDivisionAdministrator_13130_7.pdf)

[To view Position Description click here](#)

**PREFERRED: Master's Degree in Deaf Education and/or Education Administration and proficient in American Sign Language.**

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Education  
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### State Administrative Manager 15 Supplemental Questionnaire

- \* 1. STDDADM1 - Do you possess one of the following? A bachelor's degree or higher in any major AND at least two years of professional experience equivalent to the P11 level or at least one year of professional experience equivalent to the 12 level. If so, please attach a copy of your official college transcripts; OR at least an educational level typically acquired through the completion of high school AND at least two years of safety and regulatory or law enforcement experience at the 14 level. OR at least an educational level typically acquired through the completion of high school AND at least one year of safety and regulatory or law enforcement experience at the 15 level. OR at least an educational level typically acquired through the completion of high school AND at least two years of professional experience equivalent to the P11 level or at least one year of professional experience equivalent to the 12 level gained in the State of Michigan classified service.  
 Yes  
 No
- \* 2. Do you possess a Masters degree in Deaf Education and/or Educational Administration?  
Yes No
- \* 3. Do you possess full approval from the state of Michigan or have evidence that you fulfill all the requirements thereof, as a special education supervisor or director?  
Yes No
- \* 4. Do you have previous experience as a special education supervisor, principal, or director?  
Yes No
- \* 5. Do you have an Administrator Certificate granted through the state of Michigan?  
Yes No
- \* 6. Do you have experience with providing leadership and support to students and staff in meeting curriculum standards and benchmarks?  
Yes No
- 7. If you answered "yes" to the above question, briefly describe the setting in which you

worked and the manner in which you were able to provide leadership to staff that led to positive outcomes for learners.

- \* 8. Do you have experience providing leadership in the implementation of federal regulation and the Michigan Administrative Rules for Special Education?

Yes No

9. If you answered "yes" to the above question, briefly describe how you supported staff in the implementation of the federal regulation and the Michigan Administrative Rules for Special Education.

- \* 10. Are you proficient in American Sign Language (ASL)?

Yes No

11. If you answered "yes" to the above question, describe your skill level and experience in communicating with ASL.

- \* 12. Do you have experience in managing residential programs?

Yes No

13. If you answered "yes" to the above question, briefly describe your experience managing these programs?

- \* 14. Do you have experience with labor-management relations, grievance procedures, and employee discipline issues?

Yes No

- \* 15. Do you have experience with budget management including contracts, leases, and procurements?

Yes No

16. If you answered "yes" to the above question, briefly describe your experience with budget management.

- \* Required Question