

Services To Enhance Potential  
2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

## **COMMUNITY & EDUCATIONAL MANAGER**

### **QUALIFICATIONS:**

**Education:** Bachelor's Degree from an accredited College or University required

**Experience:** A minimum of two (2) years in human service two (2) years working with persons with disabilities. Proficiency in Microsoft Office and SharePoint required.

**Licensure:**

A Valid Michigan Driver License  
Approval from STEP's Insurance Carrier

**Status:** Non – Union, Exempt

### **PRINCIPLE FUNCTIONS:**

Responsible for the oversight of the classroom and community-based activities at all STEP locations including development of competency-based educational programming. Monitoring, review amendment of lesson plans. Maximizing participation in classroom activities. Assuring consumer satisfaction in educational services. Will work closely with Site Managers and skills trainers to develop and maintain robust community programming.

### **DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

- A. Manage and oversight of educational programming throughout agency including classroom & community-based classes.
- B. Development and management of competency-based curriculum.
- C. Assure effective training is occurring within classroom and community through observation of classes.
- D. Assure Classroom and community-based Skills Trainers are prepared for classroom and community activities by providing curriculum and other pertinent materials.
- E. Coordinate development of new classroom trainings based on the needs and desires of Consumers served. Development will also include involvement from respective STEP staff, including Supports Coordinators, Vocational Service Coordinators, Skills Trainers and Employment Representatives.

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- F. Ensure conformance to MDHHS, DWIHN, Medicaid, and CARF requirements and standards.
- G. Maintain a personal vehicle for use in performing job duties.
- H. Adhere to all Services To Enhance Potential's Policies and Procedures.
- H. Identify and promote opportunities for employment, volunteer and community experiences.
- I. Establish and maintain positive relations with community partners.
- J. Identify and promote opportunities for volunteer and community experiences and develop new volunteer and activity sites in the community which meet the needs and desires of persons served. Will also work towards a standardized community program across STEP.
- K. Will work with Site Managers and human resources on staff utilization, travel, staff orientation, personnel practices, employee development, and program development within the community-based program.
- L. Will perform random, unannounced checks, monitor and evaluate staff activities in the classroom and community.
- M. Will work with Skills Trainers to ensure the quality of all daily notes and ensure that they are individualized and inline with Member goals and objectives.
- N. Participate in approved educational activities to meet any State of Michigan licensing and DWIHN Credentialing and Re-credentialing requirements.

**Marginal Functions:**

- A. Participate on Services To Enhance Potential committees as assigned.
- B. Participate in the ongoing growth and development of Services To Enhance Potential through attendance at and participation in staff and other Services To Enhance Potential meetings.
- C. Represent STEP in the community and provide information regarding STEP programs and services.
- D. Assume any other duties and responsibilities as assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**REPORTS TO:** Director of Strategic Initiatives

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**SUPERVISES:** None

**TECHNICAL ASSISTANCE RECEIVED:**

Employment Representative, Supports Coordinators, Skills Trainers, Resource Site Managers.

**Date Approved:** 1/8/2018

**Date Effective:** 1/8/2018

**Date Reviewed:** 1/24/2018, 8/1/24

**Date Revised:** 11/09/20, 3/1/2022, 8/1/24, 6/20/25, 2/10/25, 2/12/25

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Employee Signature

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Date

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Printed Name