



About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

Position: Administrative Assistant for operations supporting the recruitment, development, evaluation, and retention of highly effective teachers and principals

Reports to: Chief Operations Officer or delegate

Summary:

Under the supervision and direction of the Chief Operations Officer or his delegate, the Administrative Assistant performs and coordinates varied secretarial/clerical functions supporting operations that impact instructional practices and inform decisions, including those related to the recruitment, development, evaluation, and retention of highly effective teachers and principals.

Essential Job Functions (Note: this is not an exhaustive list of duties for this position):

- Provides information related to; and assists in managing operations that impact instructional practices and inform decisions, including those related to the recruitment, development, evaluation, and retention of highly effective teachers and principals;
- Assists with the planning, implementation, evaluation and compliance parts of teachers and school leaders training and professional development;
- Supports the planning and implementation of operations related to the recruitment, evaluation, and retention of highly effective teachers and school leaders;
- Performs and coordinates varied secretarial and clerical functions, including maintaining appointment calendars, compiling or monitoring site budget records, tracing mandated costs;
- Types correspondence and reports from draft or brief directions; performs routine administrative duties, as directed;
- Takes and relays messages; schedules appointments; types and duplicates forms, newsletters and reports for staff and schools; establishes and maintains files; assists with requisition processes and inventory of office supplies, materials, equipment and machines; supervises student workers and interns;
- Maintains computer data entry logs; completes appropriate reports to assure compliance; compiles and maintains appropriate staff/school data records; verifies incoming data from schools and other data collection outlets; processes progress reports;
- Manages technical resources; reviews/maintains professional development and evaluation records; reviews staff attendance records; interprets district policies, completes payroll/attendance reports related to training and professional development stipends;
- Assists in compiling district, state, and federal regulations/documents related to grant funds; assists in the development of grant compliance documents and reports;

- Assists in disseminating materials provided by federal grants and other district grant awards;
- Provides technical assistance and support to staff at identified schools, as appropriate;
- Assists with monthly financial analysis and monitoring of grant funds projects; assists with audits and compliance documents and monitoring;
- Reports critical issues to superiors;
- Demonstrates integrity and a professional code of ethics and values;
- Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks, as needed;
- Represents the District in a professional manner by performing all job functions at a satisfactory or exceptional level;
- Collaborates with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways;
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.

Qualifications:

- Minimum education requirement: Associate Degree or 60 college credits
- At least 3 years of responsible clerical experience
- At least 3 years of experience working in K-12 schools or equivalent office environment
- Must possess intermediate computer skills
- Demonstrated use of office equipment (computers, phones, fax machines, copy machines)
- Demonstrated competence in the use of current Microsoft Office products (e.g. Word, Excel) and the ability to learn specific business systems in a timely and efficient manner
- Demonstrated knowledge of current office practices and procedures including filing methods and organizational techniques
- Demonstrated ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret and implement a variety of instructions provided in written, oral, diagram, or schedule form
- Demonstrated record of good attendance and punctuality
- Demonstrated strong communication and interpersonal skills
- Demonstrated ability to handle high stress situations in a calm and appropriate manner, while making good decisions
- Demonstrated ability to speak clearly and concisely both in oral and written form
- Must meet criminal history background requirements (requires FBI Fingerprint and SOARS clearance)
- Documentation of negative Tuberculosis test and/or other employment clearance

Physical Requirements: N/A

Starting Date: ASAP

Work Year, Hours & Compensation: \$50,000.00 per year, 40 hour work week

Application Procedure:

Letter of Interest and Resume must be submitted to: Carla West

EAAjobs@eaaofmichigan.org

Application Timeline Until Filled.

It is our policy to provide equal employment opportunities to all qualified persons in hiring, promotion, transfer, discharge, pay, benefits and all other aspects of employment, without regard to age, height, weight, pregnancy, race, color, religion, gender, national origin, citizenship, marital status, disability, or other classification protected by state and federal laws.