Administrative Secretary to the Board of Directors
(Part time position)

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.

JOB TITLE: **Administrative Secretary to the Board of Directors**

REPORTS TO: Board Chairperson, Board of Directors

SUMMARY of POSITION:

The Administrative Secretary to Board of Directors works closely with the Board Chair/members and Chancellor by providing a wide variety of complex and confidential secretarial support to the both groups. The successful candidate will be responsible for communicating information on behalf of the district and its staff, other districts, public agencies, etc. and addressing a variety of issues and/or providing administrative support.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate will be expected to perform the following functions:

- Attends all regular, committee of the whole and/or special Board meetings, workshops, and seminars (e.g. board meetings, etc.) for the purpose of recording the minutes, coordinating materials distribution and/or supporting the needs of other attendees.

- Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board chair or by a petition signed by a majority of the board. Attends all board meetings.

- Takes minutes and within a reasonable time after the close of the meeting duplicate and deliver minutes to the members of the Board and the public.

- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

- Coordinates a variety of activities for the School Board and the Chancellor (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

- Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.

- Monitors assigned district activities and/or program components (e.g. purchase orders, public relations releases, board/district mandated processes, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Provides support to the Board of Directors (i.e., advertising vacant board positions, ongoing communications, etc.) for the purpose of maintaining membership and keeping board members informed.

- Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

- Serves as liaison to committees and/or organizations for the purpose of conveying and/or gathering information required for district operations.

- Perform all other duties as required from time to time by law or by the Board.

Other Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific

knowledge required to satisfactorily perform the functions of the job includes: familiarity with school district operations and philosophy, policies/procedures and concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans.

Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information.

EDUCATION AND EXPERIENCE:

Associates or Bachelor's Degree in a field closely related to the position requirements with experience as an administrative assistant

FILING DEADLINE:	Posted until filled	
SALARY RANGE:	$15-20,000	
LENGTH OF WORK YEAR:	Twelve (12) Months	This is a part time position that may require 10-12 hours of work per week
EFFECTIVE DATE:	Immediately	

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Associate Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to mprince@eaaofmichigan.org