



## Deputy COO

**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: Deputy Chief Operations Officer**  
**REPORTS TO: Chief Operations Officer (COO)**

### **SUMMARY:**

The Deputy Chief Operations Officer serves in a staff capacity to the COO in the district regarding matters pertaining to operations. The Deputy Chief Operations Officer assist with overseeing all construction management, facilities, maintenance, transportation and other operational divisions of the school district as assigned. The Deputy Chief Operations Officer acts in a line relationship with those persons and offices reporting directly to the position including the Executive Director of Facilities and Construction, Director of Maintenance and the Director of Transportation. The Deputy Chief Operations Officer is a member of the Superintendent’s Senior Staff and the Cabinet. This person reports to the Chief Operations Officer.

The Deputy Chief Operations Officer provides support and works with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

### **Duties and Responsibilities:**

Play a key role in establishing and refining COO's operational vision and strategy, communicating a big-picture view and championing goal alignment for all operational functions across the organization.

Collaborate across departments and schools to develop the systems, processes and services that result in measurable progress towards financial sustainability, cost efficiency and a scalable, effective support infrastructure for schools.



Under the direction of the COO, collaborate with legal counsel to ensure compliance with state/federal/local business practices across departments and practice areas to appropriately manage and mitigate risk to Education Achievement Authority of Michigan (EAA).

Maintain and enhance an organizational culture that fosters personal investment and excellence; nurtures commitment to a common vision and shared values; gives people opportunity and latitude to grow and achieve; inspires others to address new challenges.

Assist the COO in overseeing the annual planning process and its alignment with the strategic plan, organizational objectives and budgets, as well as the execution of short and long term deliverables.

Ensure strategies are translated into specific objectives and plans (with contingencies); integrate and align efforts across functions, locations and/or businesses; set realistic yet aggressive timeframes for achieving objectives.

In partnership with the Office of Human department, attract high caliber talent and establish systems to effectively manage retain and develop talent across the organization;

Operationalize plans for succession and internal pathways for leadership development.

### **Qualifications**

Masters in Business Administration or related field, with a minimum of 5 years of work experience developing solutions to business problems, implementing solutions with a focus in strategy or operations OR a Bachelors of Arts or Science and 10 years of experience of strong operational management , corporate strategy department, and/or turnaround environments.

Strong experience in compiling and managing budgets, organizational planning, human resource management and/or concepts is preferred.

Excellent written and verbal communication and influencing skills.

Ability to work independently as well as lead project teams of varying sizes.

Experience with process change and optimization.



Excellent analytical, organizational, planning and problem solving skills, with ability to prioritize, drive and complete multiple projects under stringent deadlines and to respond to changing priorities.

A self-motivated leader with a desire to have major business impact, working in a fast-paced, dynamic environment while keeping pace with changing business priorities.

Knowledge of and experience in the use of technology, including the use of Microsoft Office, statistical software and advanced Web applications.

Passionate about education and improving student success, especially in an urban environment.

An excellent problem solver, able to take disparate set of quantitative and qualitative data and drive to innovative solutions especially in the public and social sector setting.

Ability to advise and influence both academic and business leaders on performance improvement opportunities.

Capability of leading teams to drive operational, organizational, and financial improvement projects that have game-changing impact and permanency.