



## Executive Director for Human Capital Equity and Accountability

**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:** Executive Director for Human Capital, Equity and Accountability

**REPORTS TO:** Associate Chancellor for Human Capital, Equity and Accountability

### **SUMMARY of POSITION:**

Under limited supervision, provides leadership and performs highly responsible personnel administration work to carry out school system policies and procedures relating to staffing, salary administration, technology within the HR department, allotment planning, and site-based budget coordination. Work involves providing oversight for these functions and ensuring that various HR reports and data requests are completed as mandated by the Board of Directors, the Chancellor, and/or state and federal agencies. Work further involves providing operational, administrative, and technical support and leadership in overseeing the employment of licensed and non-licensed personnel for all schools and administrative departments.

Work requires the use of school system computer and all related software applications; and other common office machines and equipment. Reports to the Associate Chancellor for Human Capital, Equity and Accountability.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The person filling this position will also assume responsibility for the effective delivery of the following components:

- Provides leadership and guidance for Staffing Operations.
- Manages and directs the daily monitoring of the department system process for the timely processing of requests to create, reallocate, or abolish new or existing budget positions and/or position classification changes.
- Manages and directs the review and update of the compensation and job classification program for the district.
- Coordinates with the Finance Department the allotment and site based budgeting process for timely and accurate implementation of approved budgetary policies and directives; responds to requests for information and/or assistance from the Board of Directors, the Chancellor, site base administrators, and other school system personnel.

- Manages and directs the department process used to establish salary assignment for licensed employees (i.e. those requiring Educator's license from Michigan Department of Education)
- Manages and directs the department process used to establish salary assignments for classified
- Assists with personnel issues such as resolving employee conflicts and grievances.
- Investigates, analyzes and formulates methods for handling special projects; oversees projects to completion and evaluates final results; prepares and reviews various reports and performs special projects; serves as liaison with outside agencies on special work programs and special projects; advises and directs staff on variety of non-routine matters.
- Perform other work related duties as required or assigned.

## **EDUCATION AND EXPERIENCE:**

Master's degree in education or public administration, and 6 to 9 years of progressively responsible experience in education administration or personnel management; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

### **Minimum qualifications include:**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

## EXECUTIVE DIRECTOR – HR OPERATIONS

- Considerable knowledge of current job classification and compensation practices and procedures.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.
- Considerable knowledge of the principles of supervision, organization and administration.
- Skill in scheduling and coordinating large programs.
- Ability to develop or interpret personnel policies and procedures.
- Ability to review and evaluate job applicants.
- Ability to maintain complete and accurate records and to develop meaningful reports from them.
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise initiative and independent judgment in applying standards to a variety of work situations.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

**FILING DEADLINE:** Posted until filled  
**SALARY:** Commensurate with experience  
**LENGTH OF WORK YEAR:** Twelve (12) Months  
**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  
300 River Place, Suite 3600  
Detroit, Michigan 48227

By E-mail to [mprince@eaafmichigan.org](mailto:mprince@eaafmichigan.org)

*The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.*