

Title I Operations and Compliance Officer

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Title I Operations and Compliance Officer

REPORTS TO: Chief Financial Officer

Summary of Position:

The Operations and Compliance Officer will work with a subset of schools to provide services in budget, finance, personnel, facilities, technology, and other non-instructional areas. The Operations and Compliance Officer will be the leading administrative support professional for the schools in his or her network. Working in close partnership with school principals, the Operations and Compliance Officer will promote the highest standards of business within the administrative function of the school and ensure the effective use of resources in support of each school's learning objectives. The Operations and Compliance Officer will provide critical services that allow principals to fully focus on instructional excellence and meet educational goals.

Minimum Qualifications:

- At least three years of full-time professional experience in accounting, auditing, budget, contract administration, financial administration, management, personnel, or a closely-related field
- A strong customer-service orientation
- Excellent problem-solving and communications skills
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Commitment to ensuring that all students have access to high quality educational options
- Bachelor's degree required; Master's in business or school administration preferred
- CPA preferred

Responsibilities and Essential Functions:

The Operation and Compliance Officer's responsibilities will include, but not be limited to the following:

- Support the principal and his or her staff in directing the administrative activities of the school, including budgeting, accounting, school transportation, school food, personnel, technology, facilities, and other related matters
- Work with district operational staff to efficiently and effectively resolve school-based issues and pursue opportunities to advance educational goals
- Serve as main point of contact for external constituents, as needed, regarding non-instructional matters in schools
- Use data analysis, evaluation, and reporting systems to maximum effect to ensure that schools are well-managed and effectively utilizing resources
- Ensure all school-based administrative processes and decisions comply with established procedures and regulations
- Review and expedite contracts and school purchases that support educational goals
- Assist the principal in the preparation of grant applications for non-instructional items, such as requests for personnel, supplies, or equipment
- Coach and support school-based administrative staff in delivering timely and strategic administrative solutions for schools
- Other duties as assigned

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: August 25, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:

eaajobs@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.