



POSITION VACANCIES- Mumford High School

The Education Achievement Authority of Michigan is a new statewide school system that has assumed operation of the lowest 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.

Funded through a SIG Grant, the following positions are available at Mumford High School, located at 17525 Wyoming Street, Detroit, MI, 48221:

Counseling Intake and Management Specialist – Mumford High School is seeking to hire a Counseling Intake and Management Specialist to provide coordination between departments and operating units within the school. The Counseling Intake and Management Specialist will have expert skills in organization and scheduling. The Specialist will be responsible scheduling of meetings, and similar activities for support staff including counselors, security, staff, students and parents. This includes the management of student flow and matriculation through the counseling offices for services. The ideal candidate will possess strong interpersonal skills and the ability to work collaboratively with students and adults. Additionally, the Counseling Intake and Management Specialist will demonstrate meticulous records keeping skills through the creation and management of student files. The candidate will also provide record research and delivery support to the counseling office. The Counseling Intake and management Specialist reports directly to the school counselors and may conduct other duties as assigned.

Behavior Interventionist- Mumford High School is seeking to hire a **Behavior Interventionist** to work collaboratively with Mumford staff and students to build positive behavioral programs for students with behavior issues including – data collection, assessment, curriculum adaptations, written behavior support plans and training with building staff. The ideal candidate will be dedicated to the academic and social success of the students at Mumford High School. The candidate will conduct behavior assessment for students with complex behavior problems and consult with psychologist, teachers, and parents. The Behavior Interventionist conducts diagnostic teaching interventions with identified students and provides training and consultation in the adaptation of appropriate curriculum in behavior management. Additionally, the candidate attends IEP meetings as a consultant and provides consultation as appropriate to parents, teachers and service providers. Finally, the candidate completes other duties as assigned. The Behavior Interventionist reports directly to the principal.

Instructional Coach- Mumford High School is seeking to hire an Instructional Coach who will serve as a part of the school leadership team. The ideal candidate will bring expert knowledge in teaching and learning to the classrooms at Mumford High School. The candidate will be responsible for coaching Mumford staff in the use of evidence based strategies. The Interventionist will have a solid understanding of teacher effectiveness and the use of data to measure results. He/she will be responsible for modeling, co-teaching, lesson development as well as conducting planning and reflective

conversations with teachers and staff. The Instructional Coach will work collaboratively with other coaches to provide job embedded on-going professional development. The ideal candidate will be well versed in the use of data to drive instruction and possess the ability to train others in this process. The Instructional Coach will also assist with the facilitation of Data Team meeting on a regular basis and perform other duties as assigned. The Instructional Coach will report the principal.

Student Advocate- Mumford High School is seeking to hire a Student Advocate who will promote the personal, educational and social development of students. The ideal candidate will demonstrate the ability to engage young people, and empower them to take action on issues affecting their education, by developing positive skills and attitudes. The Student Advocate will help Mumford High School build a system of support for students. The ideal candidate will coordinate services with community services to provide a continuum of care. The Advocate will have expert facilitation skills and provide training to school personnel in the areas of peaceful teen relationships. The candidate will work with staff to provide a conflict resolution program to meet the needs of the students to include non-violent communication, dealing appropriately with anger, and violence. The Student Advocate will have extensive knowledge of community resources and will bridge that gap for families who may require services that the school does not offer. The Student Advocate will complete other duties as assigned and report to the principal.

Graduation Specialist (Counselor): Mumford High School is seeking to hire a Graduation Specialist Counselor who will provide technical and academic customer service and professional knowledge regarding the institutional student record process. The ideal candidate will have a solid understanding of record analysis, transfer credit calculations, Michigan policy regarding determination of graduation eligibility and the ability to enter the records into the system. This counselor is responsible for data integrity related to high school graduation and college entry. Utilizing the Citrix/MI-Star student record system to identify students, locate and update their enrollment status is vital to this job description. The counselor will calculate transfer admission GPA and accurately record as well as troubleshoot technical and academic questions regarding academic records via multiple forms of correspondence. General office duties such as assisting with filing, reception, call center and scanning will be done as needed in this capacity. The Specialist will work with students who are struggling to graduate to develop individual success plans. Additionally, the candidate will involve family and community supports in the development of the success plans. The Graduation Specialist will participate as a member of enrollment management at commencement exercises, and events such as, but not limited to grading period, registration, orientation, and recruiting. He or she may be required to perform other duties as assigned and reports directly to the principal.

Executive Assistant- This position is responsible for managing, coordinating and overseeing a wide range of day-to-day functions for the Principal. This position is expected to provide executive level support in carrying out administrative functions on behalf of the Principal and is responsible for overall office management. This position serves as a liaison to staff and external publics on behalf of the Principal.

Reports to: Principal

Examples of Duties:

- Manage, coordinate and oversee a wide range of day-to-day functions for the Principal
- Serve as a liaison to staff and external publics
- Assist in setting the tone for communication
- Brief/advise the Principal on challenges/concerns of a high level nature, showing sensitivity and flexibility in addressing issues

- Prepare correspondence and other written communication, as needed, for the Principal
- May attend meetings with the Principal for the purpose of handling any follow-up requirements resulting from discussions or decisions
- Assist the Principal substantially and effectively in the task of providing leadership
- Represent the Institute to external publics
- Recommend, plan, design, or implement processes and procedures that will advance the school's mission and accomplish its objectives
- Calendar coordination and event planning
- Preparing and arranging for meetings/presentations
- Screening of phone calls on behalf of Principal
- Other projects as assigned

Minimum Qualifications:

- Bachelor's Degree
- Five years of related experience
- Ability to effectively exercise referent leadership
- Experience with policies/procedures development and implementation
- Demonstrated superior interpersonal, written and oral communication skills
- Ability to plan and manage change
- Experience and strong knowledge of Microsoft Office, e-mail and internet applications
- Ability to manage multiple assignments with competing priorities while maintaining attention to details

Personal Requirements:

The person in this position must possess:

- a passion for advancing excellence in public education
- a demonstrated commitment to continuous professional growth
- the ability to be equally adept at working independently and as a member of a team

Position Status: A full-time position with a competitive compensation and benefit package

Interested applicants may contact the school directly for an interview with the school's administration. An offer is contingent upon successful criminal history check as required by Michigan Revised School Code, finger printing documentation (of which you assume the cost) and submission of all relevant hiring forms (transcripts, reference letters, emergency contact information) and pending approval by the EAA of Michigan Board.