



EMPLOYMENT OPPORTUNITY

The Education Achievement Authority (EAA) of Michigan is an innovative statewide school system established in June 2011 to transform the lowest five (5) percent persistently lowest achieving (PLAs) schools in the state of Michigan. Schools designated as the lowest 5 percent PLA's are those that are not achieving satisfactory results on an agreed upon redesign plan submitted and approved by the Michigan Department of Education.

The EAA of Michigan provides an innovative approach to teaching and learning designed to maximize student achievement. On September 4, 2012 the EAA will assume management of its first underperforming schools in the city of Detroit. It will then expand to include low performing schools throughout the state of Michigan.

The employment opportunity listed below is a temporary contract position.

Position: Parent and School Transition Liaison

Posted: May 7, 2012

Deadline for application: May 18, 2012

Contract length: May – September, 2012

Compensation: \$10.00 per hour

Work Schedule: 20 hours per week

Nature and Scope of Job:

- To support the communication to parents of students enrolled in EAA of Michigan schools
- To assist the EAA with compiling and disseminating pertinent information about EAA member school programs, curriculum and instruction to parents
- To address parent concerns
- To assist parents with accessing programs and resources
- To facilitate communication and assist with resolution of parent concerns

Education, Licenses, Certification or Formal Training:

Some college and bilingual skills preferred. Experience working in a school district and/or with children in an educational setting desired.



Qualifications:

Applicant must have the knowledge, skills and abilities sufficient to perform the function of the position. Strong verbal and written communication skills as well as basic data entry skills desired. Bilingual skills are preferred, but not required.

Essential Job Functions:

- Respond to questions and concerns.
- Take messages and respond to questions from students, parents and community members.
- Maintain log/data base of parent communications via telephone, email and face to face communications.
- Maintain a parent data base.
- Compile a weekly report of contacts.
- Maintain parent friendly communications about EAA activities and projects
- Performs other duties as assigned.

Interested candidates should submit a letter of interest and current resume to:

Pamela Miller Malone
Executive Director, Communications and Public Relations
3022 West Grand Boulevard, Suite 14-652
Detroit, MI 48202
Email: eaam.recruiting@gmail.com
Subject Line: Parent Liaison Position