



Part-time Hearing Officer

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: Part-time Hearing Officer

REPORTS TO: Chief of Staff

SUMMARY of POSITION:

The candidate selected to fill this part-time position will assume the overall responsibility of enforcing district policy regarding student discipline in a way that enhances the educational process.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate must have a working knowledge of the following responsibilities which will encompass this position. Essential duties include the following:

- Conduct and document disciplinary district wide reviews in accordance with school board policy
- Assist in the development of administrative guidelines and policies related to discipline
- Prepare required reports and maintain all records related to the discipline of students and employees and the safety of students
- Assist in development of districts comprehensive program of violence prevention and intervention
- Communicate, through the proper channels, to keep the Chancellor informed of impending problems or events of unusual nature
- Maintain accessibility to all schools
- Supervise and monitor the accurate and timely completion of data collection and reporting requirements
- Ability to use effective public speaking skills, interaction skills, and problem-solving skills
- Perform other incidental tasks consistent with the goals and objectives of the position.
- Analyze and use data to make data informed decisions
- Knowledge of current educational trends and research regarding student behavior and various student populations

- **EDUCATION AND EXPERIENCE:**

Minimum qualifications include:

- Bachelor’s degree in job related area; Master’s degree in education or closely related area preferred
- EXPERIENCE:
- At least five years’ experience in public or school level educational system

Minimum Qualifications or Standards Required to Perform Essential Job Functions

- **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 Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes conducting and interpreting investigative reports/documents
- **Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.
- **Intelligence:** Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

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
Assistant Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to mprince@eaofmichigan.org