



Systems Administrator

About the Education Achievement Authority: In 2012, an agreement between The State of Michigan, Detroit Public Schools and Eastern Michigan University created the Education Achievement Authority to oversee fifteen struggling Detroit public schools. The EAA believes in disrupting the status quo in order to ensure a high-quality education for all students. 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!

JOB TITLE: Systems Administrator

REPORTS TO: Chief Technology Officer or TBD

SUMMARY of POSITION:

The candidate selected for this position will be responsible for leading the technical administration of various student information, learning management, special purpose, and data analysis systems, including some or all of the following: PowerSchool, Tienet, Student testing systems etc.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be able to learn new systems and provide a range of technological and administrative services to include the following responsibilities:

- Maintain the current systems and recommend improvements in processes and workflow.
- Plan and execute basic database functions as required/related to systems operations.
- Maintain test environment and plan, implement, coach and train for new releases.
- Create and maintain reporting capabilities
- Lead the research, analysis, requirements, design, testing and implementation of new features and modules
- Monitor ongoing operations and data integrity
- Work with other district staff to align system parameters to academic and other policies.
- Maintain appropriate system documentation on procedures and configurations.

- Develop and facilitate users groups to improve systems and develop requirements for new systems, interfaces and reports
- Coordinate and administer system training to school and district staff.
- Participate in evaluating new academic software projects to determine impacts and configurations.
- Perform other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

Additional Skills Desired

- Advanced reporting skills.
- Academic software knowledge and experience (LMS, Content Management, etc.).
- Statistical analysis/dashboards and complex search/query

Qualifications:

- Excellent customer service and communication skills. Ability to work with people of various backgrounds with all levels of technical knowledge.
- Strong organizational, analytical and problem-solving skills.
- Bachelor’s degree in Computer Science or related area or equivalent experience.
- Systems administration

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience
LENGTH OF WORK YEAR: Twelve (12) Months (school year)
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Carla West
 Human Resources
 Education Achievement Authority of Michigan
 300 River Place, Suite 3600 Detroit, Michigan 48227
 By Email – EAAjobs@eaaofmichigan.org

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