



JOB DESCRIPTION

The Education Achievement Authority of Michigan is a new statewide school system that will assume 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. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Chief Officer for Grants Management and Data Analyses

REPORTS TO: Assistant Chancellor, Human Capital, Equity and Accountability

SUMMARY

Under the direction of the Assistant Chancellor, Human Capital, Equity and Accountability the Manager, Teacher Incentive Fund Grant will be responsible for planning, organizing, and implementing events, training and programs. She/he must have the ability to respond to inquiries or concerns from teachers, employees, U.S. Department of Education, or administrators, interpret and enforce EAA Board and administrative rules; and local, state and federal regulations related to the Teacher Incentive Fund grant. The successful candidate must also be able to prepare and monitor budget and financial data and records, analyze data, communicate information and formulate alternative solutions to problems. She/he should also have the ability to be proficient with computer skills on widely-used software which enables the compilation of estimates, spreadsheets, and statistical analysis. She/he should also be able to work and communicate effectively both orally and through written communication with people to focus resources (both human and financial) toward the achievement of the federal DOE grant and district goals.

PRIMARY RESPONSIBILITIES:

The successful candidate should be able to:

1. Demonstrate a professional code of ethics and values.
2. Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
3. Analyze district, state and federal regulations and procedures related to grant funds.
4. Comply with local compliance audits for the TIF grant.
5. Develop and maintain statistical reports related to the district's TIF grant.
6. Compile professional development and leader/activities points for the applicable TIF schools for payout calculations.
7. Report critical issues related to the Assistant Chancellor for Human Capital, Equity and Accountability.
8. Provide technical assistance and support to potential TIF teachers at the identified schools.
9. Provide technical assistance and support in schools where funds are being utilized to improve educational programs and services where revenue has been acquired from competitive grants.

10. Disseminate and explain materials provided by the federal government and district related to the EAA's competitive grant awards.
11. Conduct financial analysis monthly and monitor grant funds projects; assist with audits and compliance monitoring.
12. Participate in the maintenance of clear lines of communications, dissemination of information and decision making within the department and between departmental staff, learning communities and other work locations.
13. Travel to schools for site visits and presentations.
14. Keep the Assistant Chancellor for Human Capital, Equity and Accountability other relevant cabinet members informed of current critical issues and incidents about which they should be aware.
15. Follow the district's policies and procedures as related to fixed assets.
16. Keep up to date on current technology being used by EAA to support the implementation and completion of required documents related to the TIF. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
17. Maintain timely and accurate information and accountable for the quality of information maintained by those they supervise.
18. Stay abreast on current research, trends and best practices relevant to the area of responsibility.
19. Perform other duties and responsibilities as assigned by supervisor.

EDUCATION AND EXPERIENCE

- Master's Degree required; Doctoral degree or equivalent from an accredited institution preferred.
- Three (3) years of office experience working with grant compliance, financial issues and/or human resources.
- Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected result.
- Demonstrated excellent oral and written communication skills.
- Demonstrated ability and skill in data informed decision making and statistical analysis

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@eaaofmichigan.org