EDUCATION ACHIEVEMENT AUTHORITY (EAA)
CHIEF OF STAFF

About the Education Achievement Authority:
The Education Achievement Authority 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 year and then be expanded to include low performing schools throughout Michigan.

For more information, visit http://detroitk12.org/resources/eas.

Overview of Role:
Under the direction of the Chancellor, the Chief of Staff coordinates and prioritizes a complex agenda for action for the Chancellor with emphasis on communicating that agenda with internal and external audiences; works to conduct a full assessment of the Authority's senior and middle management talent; reorganizes and restructures the Authority's central operations with the goal of maximizing efficiencies; serves as chief aide to the Chancellor, and is responsible for coordinating and facilitating the daily operations of the Office of the Chancellor; acts as a liaison between the Office of the Chancellor and all other offices; participates in the development of short and long-range goals and objectives and ensures that activities of all offices are implemented in accordance with established policies, procedures and mandates; and provides insight and expertise on various matters.

The Chief of Staff provides support and works with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

Duties and Responsibilities:

- Assists the Chancellor in the execution of all actions related to the administration and operation of all offices.
- Oversees and manages the day-to-day operations of the office; addresses issues and resolves any problems which may arise.
- Supports the Chancellor in dealing with a wide range of employee, operational, administrative, and public affairs issues.
- Designs, establishes, and maintains an organizational structure and staffing levels to effectively accomplish the Authority's goals and objectives; oversees recruiting, employment, training, supervision, and evaluation of staff in the Office of the Chancellor.

- Acts as a liaison between the Office of the Chancellor and all offices; communicates directives of the Chancellor to EAA personnel; develops and builds good communication and effective relationships with administrative heads.
- Assists the Chancellor in the review of policy, programs, operations and services; participates in the implementation of performance-driven goals and objectives for the EAA and monitors the attainment of these objectives; ensures that EAA activities are in compliance with EAA policies and procedures, and state and federal laws where applicable.
- Facilitates the management of the Chancellor's agenda which includes, but is not limited to, financial oversight, personnel administration, budgetary control, labor relations, community relations, and management.
- Advises the Chancellor on prominent and/or sensitive issues; oversees projects of critical importance; coordinates the response to inquiries or concerns of internal and external parties in a timely and efficient manner.
- Participates in the strategic planning process which strives for continuous improvement of the EAA as a high functioning organization and an excellent alternative for children and families.
- Keeps the Chancellor abreast of the status of activities, issues, and major projects; prepares periodic and ad hoc reports.
- Coordinates special projects on behalf of the Chancellor, frequently involving senior officers of the EAA.
- Represents the Chancellor at meetings with administrators, government officials, parent and/or community groups, the general public and the press.
- Performs related duties as assigned.

Qualifications:

Education: Master's degree from an accredited college or university. Ph.D or Ed.D preferred.

Experience:

- A minimum of seven (7) years of professional experience, at least five of which have involved supervisory and/or administrative responsibilities and have included managing teams, financial and budgetary affairs and developing strategic options.

Additional Qualifications:

- Must have an exemplary attendance record.
- Must be able to verify whether U.S. citizen, resident alien, or otherwise authorized to accept employment in the U.S.
- Must be physically able to perform the duties and responsibilities outlined with or without accommodations.

Reports to: Chancellor

Salary: Salary and incentive-based pay commensurate with experience. Comprehensive benefits package includes medical, dental, vision, and life insurance coverage.

Method of Application: Interested candidates should submit a cover letter and resume to MichiganEAAJobs@gmail.com. Please indicate the position title as the subject. Candidates may be asked to provide additional materials during the interview process, including official transcripts and letters of reference. Applications will be accepted until the position has been filled.

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities, or employment on basis of race, sex, color, national origin, creed, religion or handicap.