



Metropolitan Detroit Bureau of School Studies, Inc.

ANNOUNCEMENT OF POSITION TO BE FILLED

Position: **Associate Executive Director – Council of Academic Leadership (CAL)**
for the Metropolitan Detroit Bureau of School Studies, Inc.

Responsibilities:
*See Attached
Job Description*

- Assist in promoting and developing the general services of The Metro Bureau.
- Serve as a liaison agent between The Metro Bureau and its members, including the Council of Academic Leadership.
- Assist in establishing and maintaining relationships with regional, state and national organizations.
- Assist in the coordination and facilitation of The Metro Bureau services in the area of curriculum and instruction.
- Assist in establishing and maintaining relationships with other organizations providing services for school management and representing The Metro Bureau with such organizations.
- Develop CAL narratives and meeting outcomes for SCECHs applications to MDE.

**Preferred
Qualifications:**

- An experienced Lead Administrator with a diverse skill set in curriculum, instruction, professional development, public relations, strategic planning, and organizational development.
- Experience with coaching, budgeting, managing, and overseeing the development, implementation, and evaluation of educational programs and instructional practices across a district.
- Accustomed to collaborating, interacting, and developing professional relationships with Board Members, Administrative Teams, and Professional Staff to support best practices.
- Educational qualifications include an advanced degree with appropriate emphasis in such areas as general administration and supervision, curriculum design, instructional strategies, data analysis, leadership, research, or other appropriate and applicable areas of commensurate importance. Superintendent or Central Office experience is required.

Work Year The Associate shall work Fifty-two (52) days per year.
Compensation: 2024 – 2025 - \$14,536.60. If the Associate is asked to work additional days, each day exceeding 52 days will be paid at the daily rate of \$279.55 per day.

Deadline/Starting Deadline for Letter of Application is Friday, March 21, 2025 or until filled.
Dates: Starting date is to be determined.

**For Further
Information:** Melissa Baker, Executive Director
MelissaBaker@wayne.edu
(248) 866-1626
PO Box 2815, Detroit MI 48202

(more)

The Metropolitan Detroit Bureau of School Studies, Inc.

A Brief Description

The Metropolitan Detroit Bureau of School Studies, Inc., organized in 1946, is a voluntary organization of public school systems, community colleges and universities in Michigan. The central purpose of the Bureau is to fulfill our mission in supporting member districts to: improve student learning; enhance the development of leadership skills; promote diversity as an essential component of all interactions and experiences; create cost-effective and efficient practices for school operations; and provide accurate benchmarking data for negotiations and operations. The Metro Bureau does this by sharing information, resources and ideas through facilitated interactions and networking in seeking solutions to common problems of our members.

The governing body of the organization is the Executive Board made up of 30 members. Much of the work is carried on through a very flexible committee structure. Teacher membership on working committees has led to a wide range of activities with increasing concern for the study of curriculum and instructional procedures. Some of the committees conduct major professional conferences and publish reports of their work.

Studies of importance to superintendents and boards of education are conducted and published annually for use by member schools. These studies include information on membership, operating budgets, costs per pupil, and salaries for teachers, administrators, operations, maintenance and clerical personnel. Other studies are made as special needs are recognized.

A striking change during recent years of operation of the Bureau has been the impact of school choice and accountability for learning on both urban and suburban school systems. These changes along with other legislative changes have made it mandatory for school and district leaders to work collaboratively in order to address the changing needs of our school systems. The Bureau provides reliable sources for information and expertise in addressing the trends in learning and instructional procedures, operations, staffing, and legal and cost factors to ensure our public school districts continue to provide the best education possible for our children.

During the 2024-25 school year, the membership of the Bureau consisted of eighty, including four intermediate school districts, one community college and two universities.



Metropolitan Detroit Bureau of School Studies, Inc.

ASSOCIATE EXECUTIVE DIRECTOR - CAL

JOB DESCRIPTION

Summary of Qualifications

An experienced Lead Administrator with a diverse skill set in curriculum, instruction, professional development, public relations, strategic planning, and organizational development. Experiences with coaching, budgeting, managing, and overseeing the development, implementation, and evaluation of educational programs and instructional practices across a district. Accustomed to collaborating, interacting, and developing professional relationships with Board Members, Administrative Teams, and Professional Staff to support best practices.

Educational qualifications include an advanced degree with appropriate emphasis in such areas as general administration and supervision, curriculum design, instructional strategies, data analysis, leadership, research, or other appropriate and applicable areas of commensurate importance. Superintendent or Central Office experience is required.

Other Qualifications

Demonstrated ability to communicate effectively and work cooperatively and efficiently at an administrative and supervisory level.

A broad knowledge of curriculum review processes, instructional programs and methods, and program evaluation.

Ability to utilize technology in the preparation and dissemination of information, including visual presentations.

Ability to do research and develop clear, concise, and accurate information regarding current trends in curriculum and instruction.

Ability to support member districts in curriculum planning, instructional practices, and program evaluation.

Ability to plan, organize, and coordinate with the Council of Academic Leadership (CAL) Chair to schedule presenters for the monthly meetings, the two joint meetings, and Metro Bureau Seminars.

Ability to plan, organize, and assist the Metro Bureau Executive Director in annual events, such as the MB Open, Appreciation Night, New Superintendents' Holiday Dinner, Superintendents' Retreat, Central Office Academy, Annual Meeting, etc.

Ability to take the lead role in chairing the Subcommittee for Scholarships.

Ability to take the lead role in determining the content for presentations, securing presenters, and finalizing the flier for Ed Camp.

Reporting Relationship

Executive Director, Metropolitan Detroit Bureau of School Studies

Job Goal/ Expectation

The Associate Executive Director is retained by The Metro Bureau to aid and assist the Executive Director in the general operations of The Metro Bureau and to assist in the coordination and facilitation of the operation of The Metro Bureau's Council of Academic Leadership and will assist in the development and promotion of all Bureau services.

Performance Responsibilities

1. Assist in promoting and developing general services of The Metro Bureau.
2. Serve as a liaison agent between The Metro Bureau and its members, including the Council of Academic Leadership.
3. Assist in establishing and maintaining relationships with regional, state and national organizations.
4. Assist in the coordination and facilitation of The Metro Bureau services in the areas of curriculum and instruction.
5. Assist in establishing and maintaining communications with administrative personnel involved in curriculum and instruction.
6. Assist in establishing and maintaining relationships with other organizations providing services for school management and representing The Metro Bureau with such organizations.
7. Conduct studies relative to curriculum and instruction and other areas of school management.
8. Develop CAL narratives and meeting outcomes for SCECHs application to MDE.
9. Help members keep abreast of provisions and changes in state and federal statutes, court decisions and relevant rulings of state and federal agencies which impact school systems.
10. Coordinate the publication and dissemination of research reports.
11. Assist in marketing The Metro Bureau and all of available services.
12. Respond to requests from member districts regarding curriculum and instruction issues.
13. Assist in the coordination and development of The Metro Bureau Special events.
14. Serve as the leader of the Metro Bureau Subcommittee Scholarship Committee. This entails setting up meetings, preparing agendas, creating timelines, revising the application, etc.
15. Assist the Metro Bureau team in the logistics of scheduling and offering the Metro Bureau Open.
16. Gather input from CAL stakeholders to work with the CAL Chair and a small group of members to create the calendar of presentations for the monthly CAL meetings.
17. Gather input from the Executive Director and CAL stakeholders to plan Ed Camp. Secure presenters, assist items needed for the flier, communicate and Camp contents to district leadership, etc.
18. Assume all other responsibilities and duties as may be assigned by the Executive Director.