



Metropolitan Detroit Bureau of School Studies, Inc.

## ANNOUNCEMENT OF POSITION TO BE FILLED

**Position:** **Associate Executive Director – Council of Chief Negotiators (CCN)** for the Metropolitan Detroit Bureau of School Studies, Inc.

**Responsibilities:**  
*See Attached  
Job Description*

- Assist in promoting and developing general services of The Metro Bureau.
- Serve as a liaison agent between The Metro Bureau and its members, including the Council of Chief Negotiators.
- 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 collective negotiations.
- Assist in establishing and maintaining relationships with other organizations providing services for school management and representing The Metro Bureau with such organizations.
- Assist with, develop, and conduct in-service training seminars for Superintendents, Chief Negotiators, Board Members, Instructional Leaders, and other management personnel to enable them to develop and implement strategies to address changing patterns of school management.
- Develop CCN narratives and meeting outcomes for SCECHs applications to MDE.

**Preferred  
Qualifications:**

- An experienced Lead Administrator with a diverse skill set in staff relations, human resources, public relations, strategic planning, and organizational development.
- Experiences with budgeting, managing, evaluating, recruiting and bargaining with various unions and handbook groups, as well as familiarity with administering human resource needs such as FMLA, ADA, grievances, and benefits.
- 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, human resource administration, labor relations, school law, research, or other appropriate and applicable area of commensurate importance. Superintendent or Central Office experience is required.

**Work Year** The Associate shall work ONE HUNDRED TWENTY (120) days per year.  
**Compensation:** 2024 – 2025 - \$33,232.95. If the Associate is asked to work additional days, each day exceeding 120 days will be paid at the daily rate of \$279.55 per day.

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

**For Further  
Information:** Melissa Baker, Executive Director  
[MelissaBaker@wayne.edu](mailto: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 - CCN**

# **JOB DESCRIPTION**

### **Educational Qualifications**

An advanced degree with appropriate emphasis in such areas as general administration and supervision, human resource administration, labor relations, school law, research, or other appropriate and applicable area of commensurate importance.

### **Other Qualifications**

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

A broad knowledge of collective negotiations and contract administration with some practical negotiations experience as a chief negotiator and/or negotiation team.

Ability to utilize technology in the preparation and dissemination of information.

The ability to do research and develop clear, concise, and accurate information regarding negotiations, salary and benefit comparisons, administrative contract analysis and recommendations, and other management concerns.

Ability to plan, organize and coordinate with presenters for monthly Metro Bureau Seminars.

### **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, the coordination and facilitation of the operation of The Metro Bureau's Collective Negotiation Service, and the development and promotion of all Bureau services.

### **Performance Responsibilities**

- Assist in promoting and developing general services of The Metro Bureau.
- Serve as a liaison agent between The Metro Bureau and its members, including the Council of Chief Negotiators.
- 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 collective negotiations.
- Assist in establishing and maintaining communications with administrative personnel involved in negotiations for the purpose of reporting and identifying areas of concern in negotiating collective bargaining agreements and contract administration.
- Assist in establishing and maintaining relationships with other organizations providing services for school management and representing The Metro Bureau with such organizations.
- Conduct studies relative to collective negotiations and other areas of school management.
- Assist in advising and conferring with school management chief negotiators as to the "ongoing" progress and status of bargaining within The Metro Bureau service area.
- Collect, analyze and disseminate comparative data from all participating school systems relative to salary schedules, fringe benefits, contract agreements, and other pertinent information.
- Assist with, develop, and conduct in-service training seminars for Superintendents, Chief Negotiators, Board Members, Instructional Leaders, and other management personnel to enable them to develop and implement strategies to address changing patterns of school management.
- Develop CCN narratives and meeting outcomes for SCECHs application to MDE.
- 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.
- Coordinate the publication and dissemination of research reports.
- Assist in marketing The Metro Bureau and all of its available services.
- Respond to requests from member districts regarding negotiations and contract administration issues.
- Attend Tri-County RESA and ISD Human Relations monthly meetings.
- Assist in the coordination and development of The Metro Bureau Special events.
- Assume all other responsibilities and duties as may be assigned by the Executive Director.