MAISA | MICHIGAN ASSOCIATION OF INTERMEDIATE SCHOOL ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Description

Job Title: MiRead Coordinator
Reports To: Project Director of Instructional Applications
Start Date of Position: December 1, 2026
Location: Remote with occasional travel and overnights across Michigan; Candidates must live in Michigan. **Sponsorship:** Sponsorship is not available for this position. Candidates must be authorized to work in the United States without sponsorship now or in the future.

Position Summary: MAISA is seeking a highly skilled, instructionally minded MiRead Coordinator to join our dynamic team. The successful candidate will bridge literacy instruction with educational technology, serving as the primary statewide coordinator for the implementation, instructional adoption, and user support of the MiRead platform. This role works closely with literacy coaches, ISD leaders, and educators to leverage MiRead and integrated resources (such as the MiStrategyBank) to design effective Individualized Reading Improvement Plans and drive data-informed literacy outcomes, while ensuring robust technical functionality and data quality across systems.

Qualifications:

- Bachelor's degree in Education, Early Literacy, Curriculum & Instruction, Educational Technology, or related field.
- Direct experience as a Classroom Teacher, Early Literacy Coach, Reading Specialist, or Curriculum Specialist.
- Familiarity with the MiRead platform, MiStrategyBank, and Michigan literacy legislation (PA 146).
- Facilitating engaging professional learning, onboarding, and instructional coaching for adult learners and regional networks (e.g., Statewide Coaching Network).
- Deep knowledge of evidence-based literacy practices, multi-tiered systems of support (MTSS), and the design/execution of Individualized Reading Improvement Plans (IRIPs).
- Excellent problem-solving skills with the ability to troubleshoot both instructional implementation challenges and technical software issues through full resolution.
- Familiarity with literacy assessment practices, specifically those related to PA 146, universal screening assessments, and data-driven MTSS decision-making.
- Strong technical skills in data management, including data quality assurance, roster synchronization, student information system (SIS) navigation, and application data workflows.
- Michigan DataHub integration management and state data reporting workflows.
- Exceptional communication skills, both verbal and written, with a demonstrated ability to facilitate professional learning and build strong relationships with educators and regional leadership.
- Ability to work independently with minimal supervision as part of a collaborative, statewide team.

Essential Functions and Responsibilities:

- Guiding districts and ISDs on leveraging MiRead to strengthen literacy instruction, targeted interventions, and IRIP quality statewide.
- Designing and facilitating professional learning, workshops, and coaching resources that help educators effectively align MiRead tools with evidence-based literacy practices and the MiStrategyBank.
- Collaborating with ISD Literacy Directors, Literacy Coaches, and Educational Leadership Networks to drive meaningful platform adoption and instructional alignment.
- Coordinating and configuring the MiRead application to meet district, regional, and state literacy requirements and specifications.
- Conducting user testing, data validation, and troubleshooting to ensure software functionality, IRIP workflows, and performance meet high-quality standards.
- Collaborating with cross-functional teams—including software developers, project managers, literacy specialists, and QA—to translate educator feedback into platform enhancements.
- Developing user-friendly instructional guides, video walkthroughs, technical documentation, and quick-reference materials for educators.
- Staying updated on literacy research, state mandates, and edtech best practices to continuously improve the user experience and instructional impact.

Professional competencies desired:

- Exceptional instructional leadership and communication skills with the ability to facilitate adult learning and present design/workflow decisions to diverse stakeholders.
- Ability to balance pedagogical purpose with technical functionality in a fast-paced environment.
- Strong attention to detail, empathy for the classroom educator's workflow, and a commitment to providing five-star support.

Wages and Benefits:

- An annual salary of $85,000, 401(k) contribution, paid time off, and medical benefits are included.

Conditions:

- This is an at-will position and can be terminated by either party
- The position is dependent on renewal based on performance review and funding

How to Apply:

Interested individuals should send a letter of interest and resume by November 20, 2026, electronically to:

Attn:

John Severson, Ph.D.,
Executive Director, MAISA
1001 Centennial Way, Suite 300
Lansing, MI 48917
Submissions can be sent electronically to:
support@gomaisa.org