MAISA | MICHIGAN ASSOCIATION OF INTERMEDIATE SCHOOL ADMINISTRATORS
SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Description

Job Title: MiStrategyBank Coordinator
Reports To: Director of Innovation and Collaboration
Start Date of Position: January 4, 2026 *(or immediately upon hire)*
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 Overview

MAISA is seeking a **MiStrategyBank Coordinator** to manage the day-to-day operations, strategy curation, and user support for the MiStrategyBank platform, with an initial focus on 35p High Impact Tutoring.

Reporting to the Director of Innovation and Collaboration, this role works with ISDs, LEAs, MDE, and partner networks to curate evidence-based strategies, support data system integration, and assist educators with continuous improvement efforts.

Qualifications

- **Education & Experience:** Bachelor's or Master's degree in Education, Educational Technology, Leadership, Project Management, or a related field, with proven experience leading technology initiatives in an educational setting.
- **Instructional Expertise:** Knowledge of Multi-Tiered Systems of Support (MTSS), continuous improvement processes (MICIP), and evaluating evidence-based strategies.
- **Technical & Data Systems Integration:** Success in leveraging online platforms to deliver best-practice instruction, providing platform troubleshooting and support for educational data systems (e.g., MiDataHub, MICIP, MiRead).
- **Communication & Training:** Excellent communication skills with experience designing and delivering professional learning and technical assistance for adult learners.
- **Collaboration & Independence:** Ability to collaborate across regional ISD networks and state agencies while working independently in a remote environment.

Preferred Experiences

- Familiarity with MiStrategyBank architecture and workflows.
- Experience with statewide educational networks (e.g., GELN, Early Literacy Taskforce, ISD Curriculum Directors).
- Experience creating user guides, quick-reference materials, and asynchronous learning modules.
- Experience collaborating directly with technology development teams and software engineers to define requirements and improve platform functionality.

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Essential Functions and Responsibilities

- **Platform Operations & Strategy Curation:** Manage daily operations of MiStrategyBank and lead the review, alignment, and quality assurance of high-impact strategies and interventions.
- **Partner Engagement & System Integration:** Coordinate with state agencies, ISDs, and advisory groups while supporting platform integration across data systems (MiDataHub, MICIP, MiRead).
- **Training & User Support:** Deliver professional learning, develop user documentation and FAQs, and provide direct technical support to district and ISD users.
- **Testing & Reporting:** Perform user acceptance testing (UAT) for platform updates and track project deliverables to support regular reporting.

Wages and Benefits

- **Direct Employment:** An annual salary of **$90,000**, 401(k) contribution, paid time off, and comprehensive medical benefits.

Conditions

- This is an at-will position and can be terminated by either party with ten days' written notice.

How to Apply

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

Attn:

John Severson, Ph.D.
Executive Director, MAISA
1001 Centennial Way, Suite 300
Lansing, MI 48917

Submissions should be sent electronically to: **support@gomaisa.org**