



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Title: Professional Learning Project Coordinator (Literacy Leadership Systems)

Reports To: Early Literacy Project Director

Start Date of Position: As soon as possible

Location: Remote with occasional daily and overnight at on-site events across Michigan

Job Description: The role will coordinate the work of MAISA's Literacy Leadership Network and the implementation and scale up of literacy systems, along with supporting the professional learning for other ELPL projects. The individual will collaborate and communicate with MAISA project directors and coordinators, along with key stakeholders to support the deliverables of the 35a(7)/35m work.

Essential Functions and Responsibilities:

- Support the development and facilitation of literacy leadership events including LLN
- Plan, organize, and support the literacy coaching work in alignment with the 35a(4) assurances
- Support the data collection of all ELPL work
- Collect regular input and interact with project stakeholders and participants
- Collaborate with the MAISA Early Literacy team to ensure coherence
- Ability to develop/design professional learning materials/modules
- Present to large groups in ways that are engaging and thoughtful

Qualifications:

- Bachelor of Science in Elementary Education or related field
- Minimum of 5 years experience teaching;
- Background in Research and Systems development
- Experience using adult learning principles to facilitate professional learning
- Understanding of the role of ISDs and their relationship with local school districts
- Demonstrated application of project management/leadership skills

Professional competencies desired:

- Excellent verbal and written communication skills
- Proficient with the Google Suite, Virtual Meetings, and other Educational Technology
- Excellent organizational skills and attention to detail

Wages and Benefits:

- An annual salary of \$90,000, 401k contribution; health and leave 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 December 1, 2025 to:

John Severson, Ph.D.,

Ex. Director, MAISA

1001 Centennial Way, Suite 300

Lansing, MI 48917

Submissions can be sent electronically to: support@gomaisa.org