



**Job Title:** Professional Learning Project Coordinator (Regional Leadership)

**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 regional coaching and the implementation and scale up the literacy intensives, 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) work.

**Essential Functions and Responsibilities:**

- Support the development and facilitation of the coaching events within the 35(a) assurances.
- Support all regional coach leads with quarterly meetings
- Plan, organize, and support coach coordinator meetings (regional leads will support the planning in their region)
- Plan and organize intensive institutes (1.0 and 2.0)
- 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;
- 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 April 18, 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](mailto:support@gomaisa.org)