



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Description: Early Childhood Project Director

Job Title: Early Childhood Project Director

Start Date of Position: As soon as possible

Location: Remote with occasional daily and overnight travel required to on-site events across Michigan

Position Summary:

MAISA is seeking an Early Childhood Project Director to support our Professional Learning Grants. The Early Childhood Project Director will work with the MAISA Leadership team to coordinate the work of the MAISA Early Childhood Operations Office. The position term is one year, with the potential for renewal dependent on grant funding and performance review.

Qualifications:

- Minimum of a master's degree in education with an Early Childhood or related experience preferred
- Minimum of 5-7 years of school leadership experience
- Experience in PreK-12 leadership at a regional or statewide level
- Understanding of the role of ISDs and their relationship with local school districts

Essential Functions and Responsibilities:

- Provide leadership for MAISA in the area of Early Childhood
- Supervise and coordinate the work of the MAISA Early Childhood Operations Office and the Preschool Development Grant
- Coordinate the work of MAISA Early Childhood initiatives and projects
- Develops relationships with educational leaders across the state
- Serve as a connector between MAISA and the Early Childhood Administrators Network (ECAN)
- Establish and maintain relationships with the Michigan Department of Education
- Establish and maintain relationships with the Office of Lifelong Education, Advancement, and Potential (MiLEAP)
- Integrate MAISA Assets into the project deliverables
- Coordinate project reporting and evaluation activities
- Work to advance the goals of MAISA and the work of Michigan's ISDs

Professional competencies desired:

- Excellent verbal and written communication skills
- Ability to facilitate, train, and lead groups, both in-person and virtually
- Excellent organizational skills and attention to detail
- Budget development and management
- Strong interpersonal and verbal communication skills; professional image and demeanor
- Demonstrated success in working collaboratively within and across organizations
- Experience working with diverse populations preferred
- Must be able to work quickly and efficiently under pressure in a fast-paced environment

Wages and Benefits:

- An annual salary of \$90,000, 401k contribution, paid time off, and medical benefits included.

Conditions:

- This is an at-will position and can be terminated by either party with 10 days written notice.

How to Apply:

Interested individuals should send a letter of interest and resume by April 26, 2024, 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