



1001 Centennial Way, Suite 300
Lansing, MI 48917
517-327-5910

Due Date for Application: April 7, 2017

Job Title: Early Literacy Professional Learning Grant Online Coaches' Network Facilitator, MAISA

Position Timeframe: April 7, 2017 – June 30, 2017

Reports to: Early Literacy Professional Learning Project Coordinator

Summary of Position:

This person will have knowledge of the Essentials and will assist the Coaches' Network with questions/challenges, and provide input on the coaching website.

Duties and Essential Functions:

- View all videos from the institute on the Instructional Essential Practices
- Spend ten hours per week facilitating deeper conversations, sharing and reporting out weekly the activities that occurred on the coaching website
- Will not advise nor answer questions about the Essentials, but would instead be a connector between the coaches to facilitate online conversations based on coach's needs
- Will meet with the small group of coaches from the network who are already advising the development of the site and then this group would recommend additional supports

Skills Needed:

Preference for individual with early literacy and elementary education background, experience in technology and facilitation. Ideal candidate would be willing to become familiar with the Essential Instructional Practices for K-3, through viewing the videos from the Early Literacy Coaches Institute.

Wages and Benefits:

- 13 weeks at 10 hours/week at \$25.00 /hour for no more than \$3,250

How to Apply:

Interested individuals should send a letter of interest and resume by April 7, 2017 to:

William Miller

Executive Director, MAISA

1001 Centennial Way, Suite 300

Lansing, MI 48917

wmiller@gomasa.org