

Due Date for Application: April 14, 2017

Job Title: Early Literacy Grant Project Manager, MAISA

Start Date of Position: Immediately

Reports to: MAISA Executive Director

Summary of Position:

MAISA is seeking an Early Literacy Grant Project Manager to provide leadership and support for the Early Literacy Professional Learning (ELPL) grant project. This is a full time position with MAISA as the supervising organization. The main areas of focus of this position will be to manage the early literacy work under the direction of MAISA Executive Director in collaboration with the Director of the General Education Leadership Network, and to collaborate with the Early Literacy Task Force (ELTF) chairpersons to move forward the work of early literacy. This person will facilitate collaboration with key stakeholder groups, support a transition to the Early Literacy Essentials, and provide leadership to the ELPL grant leadership team to guide the work of the ELPL grant. The term of the position is one year, with potential for renewal dependent on grant funding and performance review.

Qualifications:

- Master's Degree in Early Literacy, Educational Leadership or related field
 - Minimum 5 years of experience in educational leadership
 - Demonstrated application of project management/leadership skills
- Knowledge of Michigan K-12 and governmental structures

Duties and Essential Functions:

Manage the work of the Early Literacy Professional Learning (ELPL), with focus on:

- Assure the Essential Instructional Practices Pre-K and K-3, Coaching Essentials and School-wide and Center-wide Essentials are implemented statewide
- Serve as grant project manager to assure all grant activity timelines and deliverables are met
- Manage grant budgets and reporting requirements within required timelines
- Work with support staff to coordinate meeting logistics
- Work closely with partners to support of the development of module for the Essentials
- Lead the collaboration work to develop the Administrator Essentials Institute and the Early Childhood Specialist Institute around the Pre-K Essential Instructional Practices
- Provide guidance and support to assure effective functioning of the Early Literacy Coaching Network
- Provide leadership in developing collaborative structures among Early Literacy Task Force (ELTF) and partner organizations to advance the work of literacy in Michigan
- Assist in the coordination of Grades 4-5 Essentials development and alignment with Grades 6-12 Essentials
- Work with ELTF to identify feedback systems to track and analyze coaching activities statewide
- Assure an effective communication plan is implemented to communicate the work of GELN Early Literacy Task Force including: conference presentations, communication documents, website/landing page, social media, etc. for early literacy in Michigan

Skills Needed:

- Communicate clearly and concisely, both orally and in writing
 - Independently prepare correspondence, agendas and budgets
 - Work in the absence of supervision
 - Work collaboratively and with shared leadership.
 - Maintain confidential records and reports
- Skilled user and implementer of technology

Wages and Benefits:

- Salary commensurate with experience, skills and credentials
- Benefits in accordance with MAISA administrative package

How to Apply:

Interested individuals should send a letter of interest and resume by April 14, 2017 to:

William Miller

Executive Director, MAISA

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