



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Posting

Job Title: ECAN Network Director

Reports To: MAISA Director of Operations

Start Date of Position: August 15, 2024

Location: Remote with occasional travel

Position Summary: MAISA seeks a director to provide leadership and support for the Early Childhood Administrators Network. This is a 45-day/year position with MAISA as the supervising organization. This person will work under the guidance of MAISA, in coordination with the ECAN Executive board, to facilitate collaboration among ISD Early Childhood directors and administrators and key stakeholder groups and support ECAN task forces, committees, and workgroups.

Essential Functions and Responsibilities:

- Coordinates the work of the ECAN Executive Board
- Leads development of Network goals (aligned with MAISA Strategic Plan)
- Promotes equity and inclusion in your interactions with ECAN members and stakeholders
- Monitors ECAN projects and activities; identifies potential obstacles, and works to overcome them
- Engages in ongoing communication with all the MAISA organizations, participates fully in the activities of the MAISA Leadership Council, and reports regularly to the MAISA General Membership
- Seeks feedback from the membership regarding the operations of ECAN and prepares an annual report with ECAN at the Summer Retreat
- Coordinating information with other MAISA Networks, MDE, and other stakeholders
- Responsible for onboarding new network members
- Responsible for Coordinating network resources - Google Drive, agenda, minutes, etc.
- Promotes the work of MAISA

Preferred Experience:

- Master's or Education Specialist or Doctorate degree; Education Leadership Credentials preferred
- Minimum of 5 years of experience administering early childhood programs
- Experience in K12 leadership at a regional or statewide level
- Demonstrated proficiency in verbal and written communication
- Demonstrated application of project management/leadership skills

Professional competencies desired:

- Strategic systems thinking and innovator
- Confident, decisive, adaptive
- Deep understanding of the role of ISDs and their relationship with MDE
- Collaborative, strong ability to network with Ed. Associations and Government leaders
- Effective organization, facilitation, and technology skills
- Ability to effectively manage multiple initiatives and groups
- Responsive, reliable, strong follow-through

Wages and Benefits:

- An daily rate of \$500 per day, 401k contribution; health and leave benefits are included

Conditions:

- This is an at-will position and can be terminated by either party.

How to Apply:

Interested individuals should send a letter of interest and resume by **July 19, 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