



Job Posting

Job Title: Instructional Systems Director

Reports To: Executive Director

Start Date of Position: August 15, 2024

Location: Remote with occasional travel

Position Summary: MAISA seeks a director to provide leadership and support for our instructional work at MAISA. This is a full time position with MAISA as the supervising organization. This person will work under the guidance of the MAISA Operations office, in coordination with the Director of Curriculum and Instruction, to facilitate MAISA instructional services, supporting work around Literacy, Mathematics, and Early Childhood.

Essential Functions and Responsibilities:

- Provide Instructional Systems Coordination
 - Support, promote, and lead the evolution of the vision for MAISA Instructional Services
 - Collaborate with Michigan's ISDs, MDE, other educational organizations, and other strategic partners
 - Serves as a member of the MAISA Executive leadership team, supporting all work across the organization
 - Works with the Director of Curriculum and Instruction, the Operations Office, and Project Coordinators on budget, scope of work, project communications, and reports
 - Supervises staff members and oversees high-level project work: timelines, deliverables, budget, project teams, implementation & outcomes
 - Monitors contracts and facilitates the work of outside contractors
 - 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
 - Coordinates information with MAISA Networks, MDE, and other stakeholders
 - Promotes the work of MAISA
- Co-Leads the MAISA Instructional Council
 - Works with the Instructional Council to develop Council goals aligned with the MAISA Strategic Plan and approved by the MAISA Executive Board
 - Seeks feedback from the stakeholders regarding the operations of MAISA Instructional initiatives
 - Support 35a deliverables
- Serves as the GELN Director
 - Work with the GELN Board to develop network goals aligned with the MAISA Strategic Plan and the needs of the GELN membership
 - Coordinates the work of the GELN Board to develop network agendas and work plans
 - Monitors GELN projects and activities; identifies potential obstacles, and works to overcome them
 - Seeks feedback from the membership regarding the operations of GELN and prepares an annual report with GELN at the Summer Retreat
 - Responsible for onboarding new network members
 - Responsible for Coordinating network resources - Google Drive, agenda, minutes, etc.
 - Ensures the continued work of GELN reflects the network's diversity, equity, and inclusion values

Preferred Experience:

- Master's or Education Specialist or Doctorate degree; Education Leadership Credentials preferred
- Minimum of 5 years of experience in school administration
- Experience in K12 leadership at a regional or statewide level
- Demonstrated proficiency in verbal and written communication
- Demonstrated application of facilitation and leadership skills

Professional competencies desired:

- Strong GELN background and experience
- 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 ISD leaders, 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 annual salary of \$110,000, 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