
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: West Michigan Teacher Collaborative

Submitted by: Dave Rodgers

Date: 8-9-23

Recommended by: Ron Gorman & Dave Rodgers

Board Meeting Date: August 21, 2023

RECOMMENDATION:

It is recommended that the Board approve a new position within the grant funded West Michigan Teacher Collaborative. The position, Teacher Development Program Coordinator, has been approved within the grant. James Hissong and Laura Castle continue to seek additional clarification from MDE on whether an additional position will be approved within the grant funds. This new position reports to Laura Castle, the Director of Teacher Development.

BACKGROUND:

As a result of the MDE grant application and recent award confirmation of funding, the West Michigan Teacher Collaborative is underway on behalf of Kent, Ottawa and Muskegon ISDs. Laura Castle has been hired as the Director of Teacher Development.

Kent ISD



We Lead Learning

Mission: Kent ISD partners with our schools and communities providing enhanced and equitable opportunities to enrich the experiences and achievements of our learners.

Vision: Building thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

Values: Relationships, Learning, Equity, Opportunities, Innovation, Service, Excellence

POSITION DESCRIPTION

Job Title: WMTC Teacher Development Program Coordinator

Reports To: Director of Teacher Development

Classification: 215 day Non-Union Professional - Grade 7
Estimated starting range: \$70,000 - \$75,000

Terms of Employment: Individual Contract - Salary (Grant Funded thru 2025-26)

BROAD STATEMENT OF RESPONSIBILITIES:

The WMTC Teacher Development Program Coordinator will support the development, coordination, and execution of West Michigan Teacher Collaborative programming. WMTC is an initiative led by Kent, Ottawa, and Muskegon ISDs in partnership with GVSU to recruit, train, and retain the next generation of excellent teachers to lead West Michigan Classrooms. In collaboration with our regional partners and school districts, the Program Coordinator will lead a reimagined pre-service experience for new teachers. The Program Coordinator will leverage skills in project management, teacher development, outreach, and relationship building to design and execute programming that supports the recruitment and training of new teacher candidates and builds deep partnerships with local school districts.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree with Teaching Certification as part of a degree program of study
2. Master's Degree or intent to obtain a Master's degree in an education related area preferred
3. Demonstrated leadership; leading teacher development, curriculum development, educational leadership, special education, interventionist trainer, benchmark assessing/progress monitoring experience, coaching, and/or new teacher training preferred

DUTIES AND RESPONSIBILITIES:

1. Work at the direction of the Director of Teacher Development on all professional elements of the WMTC
2. Design, prepare, facilitate and support the implementation of programmatic elements of WMTC that:
 - a. Identify, recruit and enroll a diverse pool of future educators into WMTC initiatives
 - b. Identify, recruit and support a diverse pool of mentor teachers across Ottawa, Muskegon and Kent County
 - c. Plan and execute activities such as recruitment and orientation events

- d. Plan and lead practice-based professional development for new teacher candidates that is aligned to GVSU coursework and responsive to local district needs
 - e. Collaborate with GVSU instructional faculty to ensure program experiences align with coursework
 - f. Collaborate with GVSU admissions faculty to avoid potential bureaucratic barriers to candidate participation
 - g. Plan and lead events that foster community building and experiences resulting in WMTC cohorts that have a strong sense of support and shared mission
 - h. Establish partnerships with local schools to host WMTC collaborative candidates for learning experiences and job placements
 - i. Assist with WMTC candidate selection and interviewing processes
 - j. Coordinate mentorship and job placements with principals and district leaders
 - k. Market program to encourage inclusion of diverse populations
 - l. Assist in maintaining accurate records for legal and grant compliance
 - m. Create and implement systems to track mentor teacher SCECHS
 - n. Provide excellent customer service to all WMTC teaching candidates, mentors and community partners.
3. Maintain regular and consistent employee attendance
 4. Attend a variety of meetings, conferences and/or trainings as directed
 5. Prepare reports, submit data, draft communications, assist in presentations / trainings etc. based on the needs of the WMTC
 6. Travel to and perform work at various locations and sites as required
 7. Occasionally perform work outside of the standard workday, if needed
 8. Comply with Kent ISD policy, grant rules and applicable laws
 9. Perform other relevant duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Strong technology skills, able to learn and utilize a range of tools, platforms and software
2. Capable of leading, coaching, and mentoring new teacher candidates through on-line and in-person professional learning, and professional development for mentor teachers
3. Foundational knowledge of educational settings appropriate for student placement: urban, rural, special education, career technical education, etc. and deep knowledge of educational pedagogy
4. Demonstrated ability to support students and teachers as they pursue ambitious goals
5. Strong communication skills (written and verbal)
6. Exceptional problem-solving skills, applying solution-based thinking to potential barriers
7. Ability to develop and deliver professional learning curriculum to novice teachers and adult mentors (Instructional Coaching)
8. Ability to multitask, overseeing the progression of several projects and tasks to successful completion
9. Demonstrates a strong commitment to equity and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status
10. Demonstrated ability to foster and leverage professional relationships with multiple stakeholders

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To **Apply:** Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at www.applitrack.com/kent/onlineapp