

## POSITION DESCRIPTION

<b>Job Title:</b>	<b><u>WMTC Program Coordinator</u></b>
<b>Department:</b>	West Michigan Teacher Collaborative
<b>Reports To:</b>	Executive Director, WMTC
<b>Classification:</b>	260 day Non-Union Professional - Grade 7
<b>Terms of Employment:</b>	Individual Contract - Salary (grant funded thru 2027-28 school year)

### **BROAD STATEMENT OF RESPONSIBILITIES:**

This WMTC Program Coordinator role plays a critical role in ensuring WMTC members successfully progress through certification, early-career teaching, will support retention and continued engagement of WMTC prepared teachers. This position centers on member success, instructional quality, certification completion, and retention, with a strong emphasis on MTTC coordination, coaching oversight, clinical quality, and data-informed intervention.

In collaboration with district partners, GVSU faculty, clinical supervisors, mentors, and contracted Fellows coaches, the Program Coordinator ensures WMTC Residents, Fellows, Advanced Pathway members, and alumni receive clear guidance, timely support, and high-quality learning experiences. This role requires strong systems thinking, relationship-driven coaching, and the ability to navigate complex district, higher education, and state requirements while maintaining a warm-demander stance.

### **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:**

#### **Certification, MTTC, and Member Progression**

- Coordinate and support members through the teacher certification process, including MTTC registration, vouchers, timelines, and required milestones.
- Implement and manage tiered MTTC support, including individualized study plans, progress monitoring, and targeted interventions.
- Track MTTC attempts, pass rates, and certification progress for Residents, Fellows, and Advanced Pathway members; coordinate supports for those not meeting benchmarks.

#### **Instructional Quality, Coaching, and Clinical Support**

- Observe Residents and provide feedback aligned with program learning goals and instructional lookfors
- Coach Fellows in their first and second years of teaching to support instructional growth, professional stamina, and retention.

### **Program Coordination and Partnership Support**

- Collaborate with GVSU program leaders on enrollment, rosters, coursework progression, clinical hours, and calendar alignment.
- Monitor coursework completion and academic progress; identify barriers and coordinate academic or programmatic supports.
- Support members in navigating district, higher education, and state systems related to certification, coursework, and employment.

### **Professional Learning, Advanced Pathway, and Engagement**

- Facilitate and coordinate professional learning sessions, workshops, and PLCs for WMTC members.
- Monitor and support Advanced Pathway member progression and engagement.
- Develop and maintain alumni engagement opportunities, including pathways for alumni to mentor, facilitate, or contribute to WMTC programming.

### **Data Tracking, Compliance, and Reporting**

- Maintain accurate data related to certification, MTTC outcomes, coaching participation, clinical placements, retention, and program performance.
- Prepare data summaries and reports to support grant compliance, continuous improvement, and leadership decision-making.
- Ensure responsible stewardship of public funds through accurate documentation and data integrity.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. **Deep understanding of teacher preparation systems**, including certification pathways, MTTC requirements, and residency-based models.
2. **Understanding of instructional coaching frameworks and feedback cycles**, including observation, goal-setting, and growth-oriented feedback.
3. **Ability to develop, facilitate, and support professional learning** for novice teachers and adult mentors.
4. **Strong data organization, tracking, and documentation skills**, with a commitment to accuracy and follow-through.
5. **Comfort navigating complex systems**, including district structures, higher education partnerships, and state platforms.
6. **Strong written and verbal communication skills**, with the ability to engage diverse stakeholders clearly and professionally.
7. **Ability to prioritize multiple projects and meet deadlines** in a fast-paced, grant-funded environment.
8. **Mission-driven, equity-minded, inclusive, and community-centered orientation**, with the ability to examine and respond to inequities in educational systems.
9. **Warm demander stance**, holding high expectations while providing clarity, empathy, and responsive support.
10. **Transparent, collaborative, and humble working style**, with demonstrated ability to build and sustain professional relationships.
11. **Adaptable, solutions-oriented mindset**, paired with a commitment to data integrity, operational excellence, and responsible stewardship of public funds.

*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](http://www.applitrack.com/kent/onlineapp)

**The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.**

*It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.*