
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action _____ _____

Item: Request approval of a new 1.0 Coordinator position, and the reclassification of an Administrative Assistant position for West Michigan Teacher Collaborative (WMTC).

Submitted by: Mary Kay Murphy

Date: 02/24/2026

Recommended by: Dr. Jenny Fee

Board Meeting Date: 3/16/2026

RECOMMENDATION:

Both positions are fully grant-funded through existing WMTC grant sources.

1. **Reclassification of the Administrative Assistant of Grants and Operations** position (Non-Union Classified Hourly – Grade 5, 260-day), as outlined in the position description. This is an updated job description and grade reclassification from the current Administrative Assistant position with a heavier focus on supporting grant and financial management and reporting.
2. **Addition of a Program Coordinator** (Non-Union Professional – Grade 7, 260-day, grant-funded) position. This is an added position to support the growth and evolution of WTMC.

RATIONAL:

Program Growth and Increased Member-Facing Support

Since its pilot year, WMTC has experienced rapid and sustained growth in membership across Pre-Residents, Residents, Advanced Pathway members, and Fellows.

As outlined in the 2026 Forward growth projections

- Membership grew from **5 members in 2023 (Pilot)**
- To **139 members in 2024**
- To **239 members in 2025**
- To approximately **250 members in 2026**, with continued growth projected

At the same time, staffing has increased at a significantly slower rate. This has resulted in a substantial expansion of member-to-staff ratios and an increase in the complexity of coordination, certification tracking, coaching oversight, and grant compliance responsibilities.

WMTC members require high-touch support in:

- MTTC preparation and certification completion
- Clinical placement coordination
- Instructional coaching and feedback cycles
- First- and second-year Fellow retention supports
- Advanced Pathway progression
- Alumni engagement and leadership pathways

To sustain quality while scaling, WMTC must increase its capacity for **direct member-facing support**, instructional oversight, and system coordination.

Administrative Assistant of Grants and Operations, grade band reclassification

Update includes a heavier focus on financial management and grant reporting support.

With the expansion of WMTC programming, multiple grant funding streams, and increased membership, WMTC requires a dedicated operational and fiscal support position to ensure strong grant compliance, financial tracking, and administrative efficiency.

The Administrative Assistant of Grants and Operations will:

- Manage purchasing, invoicing, budget tracking, and financial documentation in coordination with the Kent ISD Business Office.
- Track program budgets and prepare monthly reports.
- Maintain contracts, documentation, and compliance records.
- Coordinate meetings, events, and cross-organizational communications.
- Maintain candidate and partner data systems.
- Support automation and streamlining of departmental processes.

This role will serve as the operational backbone of WMTC, ensuring fiscal accountability, documentation integrity, and compliance across multiple grant streams. As WMTC operates through state and federal grant funding, including Section 27b and related funds, precise financial and documentation systems are critical to sustainability and audit readiness

WMTC Program Coordinator

New position adding 1.0 FTE

The WMTC Program Coordinator position strengthens direct member-facing support and instructional quality systems across the Collaborative.

Key responsibilities include:

- Coordinating certification pathways and MTTC systems, including tiered academic supports
- Monitoring member progression through coursework and required milestones
- Providing instructional observation and coaching support aligned to program learning goals
- Supporting Fellows in their first and second years to promote retention and professional growth
- Facilitating professional learning communities and cohort sessions

- Maintaining accurate certification, retention, and performance data to support continuous improvement and grant compliance

As WMTC’s membership has scaled, the complexity of supporting members through certification and early-career success has increased significantly. This role ensures WMTC can sustain high expectations while providing responsive, relationship-centered support.

FISCAL IMPACT:

- Both positions are 260-day roles.
- Funding is fully supported through existing WMTC grant allocations.
- No additional general fund dollars are required.
- The addition of these positions strengthens compliance systems, improves retention support structures, and protects long-term sustainability of the program.

Position	Classification	FTE	Account #
Administrative Assistant	Non-Union Classified Hourly – Grade 5	1.0	11-221-1620-000-2483-00000-2480
Program Coordinator	260-day Non-Union Professional - Grade 7	1.0	11-221-1620-000-2483-00000-2480