



West Michigan Teacher Collaborative Manager of Teacher Development

Mission: West Michigan Teacher Collaborative exists to ensure all students in Kent, Muskegon, and Ottawa Area ISDs have excellent teachers. We seek to be a model of high-quality educator preparation and development in the region, and to create a community of highly-trained educators who reflect the rich diversity of our students. We believe great teachers can dramatically impact the lives of students, families, and the communities they serve.

Approach: West Michigan Teacher Collaborative lowers the bureaucratic and financial barriers to the teaching profession while maintaining high standards for teacher preparation and quality. West Michigan Teacher Collaborative candidates participate in a rigorous selection process designed to identify their potential to accelerate learning and their passion for serving students and families. Once selected, candidates receive employment opportunities during their certification process, free coursework, living stipends, and a community of support to help them navigate the challenges of transitioning into the profession. We partner with Grand Valley State University for all required coursework, and classes use a hybrid model of in-person and online instruction. All learning experiences are designed to develop the knowledge, skills, and mindsets needed to be an effective teacher.

Values: Pursue Excellence, Strengthen Community, Learn Continuously, Serve with Humility, Act with Courage

POSITION DESCRIPTION

Job Title: **WMTC Manager of Teacher Development**

Reports To: Executive Director - West Michigan Teacher Collaborative

Classification: Non-Union Professional Grade 7 -260 days

Terms of Employment: Individual Contract - Salary (Grant Funded through 2028)

BROAD STATEMENT OF RESPONSIBILITIES:

In collaboration with the Executive Director and regional partners, the Manager of Teacher Development will lead a reimagined teacher training experience for all WMTC Residents and Advanced Degree candidates. The Manager of Teacher Development will leverage skills in leadership, teacher development, outreach, and relationship building to design and execute programming that supports the ongoing development of new and experienced teachers.

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 Executive Director on all professional elements of the WMTC
2. Design, prepare, facilitate and support the implementation of programmatic elements of WMTC that:
 - a. Support the development of Resident teachers during their first two years of lead teaching.
 - b. Support the development of Advanced Degree teachers during their commitment to WMTC.
 - c. Identify trends across cohorts and design learning activities to address needs.
 - 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. Develop vision and system for mentoring programs across cohorts
 - f. Collaborate with GVSU instructional faculty to ensure program experiences align with coursework
 - g. Plan and lead events that foster community building, 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. 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. Exceptional instructional leadership capacities, with a deep understanding of pedagogy, instructional coaching, adult development, and instructional strategies.
2. Strong technology skills, able to learn and utilize a range of tools, platforms and softwares
3. Capable of leading, coaching, and mentoring new teacher candidates through on-line and in-person professional learning, and professional development for mentor teachers
4. Foundational knowledge of educational settings appropriate for student placement: urban, rural, special education, career technical education, etc. and deep knowledge of educational pedagogy
5. Demonstrated ability to support students and teachers as they pursue ambitious goals
6. Strong communication skills (written and verbal)
7. Exceptional problem-solving skills, applying solution-based thinking to potential barriers
8. Ability to develop and deliver professional learning curriculum to novice teachers and adult mentors (Instructional Coaching)
9. Ability to multitask, overseeing the progression of several projects and tasks to successful completion

10. 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
11. 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

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.