



Director Great Start Collaborative

Position Summary:

The Great Start Collaborative Director provides leadership, coordination, and community engagement for the local Great Start Collaborative (GSC). The Director works collaboratively with families, schools, early childhood providers, health and human service agencies, community organizations, businesses, and other community partners to strengthen the local early childhood system and improve outcomes for young children and families. The Director serves as a community convener and facilitator, bringing partners together to identify community needs, utilize data, establish priorities, develop and implement the Great Start strategic plan, and coordinate efforts that support children and families from birth through school entry. The Director will promote a coordinated, accessible, and high-quality early childhood system in which families can easily connect with appropriate services and resources.

GSC Director will initially serve as a parent liaison/engagement coordinator while learning and establishing the collaborative in Menominee County. This will eventually lead to the GSC Director helping hire a parent liaison/engagement coordinator as part of the full GSC Team.

Required Qualifications:

QUALIFICATIONS:

- Bachelor's degree in early childhood education, education, human services, social work, public administration, community development, or a closely related field.
- Demonstrated experience working with young children, families, schools, community agencies, or early childhood programs.
- Strong interpersonal, communication, organization, and facilitation skills.
- Ability to establish and maintain effective working relationships with diverse community partners.
- Ability to effectively communicate with parents, educators, administrators, community organizations, and public officials.
- Commitment to family engagement and community collaboration.

Conditions of Employment:

Employment Date: November 2026

Terms of employment:

52 weeks per contract/fiscal year

Salary Range: \$44,000-\$55,000; Full Benefit Package; Salary & Benefits commensurate with qualifications and experience.

Posting Date: October 2, 2026

Application Deadline: October 20, 2026

To apply, fill out the application on our website:

<https://www.mc-isd.org/departments/human-resources/employment/>

Visit <https://www.mc-isd.org/> for complete job description and posting.

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.



Telephone: (906)863-5665

Intermediate School District

Fax: (906)863-7776

1201 41st Avenue

Menominee MI 49858

www.mc-isd.org

TITLE: Great Start Collaborative Director

QUALIFICATIONS:

- Bachelor's degree in early childhood education, education, human services, social work, public administration, community development, or a closely related field.
- Demonstrated experience working with young children, families, schools, community agencies, or early childhood programs.
- Strong interpersonal, communication, organization, and facilitation skills.
- Ability to establish and maintain effective working relationships with diverse community partners.
- Ability to work independently while functioning effectively as part of a collaborative team.
- Ability to facilitate meetings, build consensus, manage projects, and follow through on identified priorities.
- Demonstrated ability to collect, interpret, and use data to support planning and decision-making.
- Ability to effectively communicate with parents, educators, administrators, community organizations, and public officials.
- Commitment to family engagement and community collaboration.

REPORT TO: MCISD Superintendent

GENERAL SUMMARY: The Great Start Collaborative Director provides leadership, coordination, and community engagement for the local Great Start Collaborative (GSC). The Director works collaboratively with families, schools, early childhood providers, health and human service agencies, community organizations, businesses, and other community partners to strengthen the local early childhood system and improve outcomes for young children and families. The Director serves as a community convener and facilitator, bringing partners together to identify community needs, utilize data, establish priorities, develop and implement the Great Start strategic plan, and coordinate efforts that support children and families from birth through school entry. The Director will promote a coordinated, accessible, and high-quality early childhood system in which families can easily connect with appropriate services and resources.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Great Start Collaborative Leadership

- Serve as the primary coordinator and facilitator of the local Great Start Collaborative.
- Develop, maintain, and strengthen relationships with community partners serving young children and families.
- Convene regular Great Start Collaborative meetings and ensure meaningful participation from members.
- Develop meeting agendas, facilitate discussions, document action items, and monitor progress toward identified goals.
- Recruit and engage new partners to strengthen representation within the Collaborative.

- Ensure families and parents have meaningful opportunities to participate in decision-making and community planning.
- Support the development, implementation, monitoring, and periodic revision of the local Great Start strategic plan.
- Coordinate efforts across agencies to reduce duplication of services and identify opportunities for collaboration.

Community Needs Assessment and Planning

- Coordinate the collection, review, and use of local early childhood data to identify community strengths, needs, gaps, and opportunities.
- Work with community partners to identify barriers affecting young children and families.
- Facilitate community-wide planning around identified priorities.
- Identify opportunities to leverage existing programs, funding sources, facilities, personnel, and community resources.
- Assist partners in developing strategies to address unmet needs and improve access to early childhood services.
- Monitor progress toward strategic goals and communicate outcomes to the Collaborative and community.

Early Childhood System Coordination

- Promote coordination among GSRP, Head Start, child care providers, school districts, health providers, early intervention, special education, family support programs, and other community services.
- Develop and maintain strong working relationships with local GSRP providers and other early childhood programs.
- Support collaboration between public schools, community-based organizations, private providers, and other early childhood partners.
- Assist in identifying opportunities to expand access to high-quality early childhood programming.
- Promote coordinated recruitment, enrollment, referral, and transition practices among early childhood programs.
- Support effective transitions for children and families from early childhood programs into kindergarten.
- Promote alignment between local early childhood priorities and Michigan's early childhood initiatives.

Family and Parent Engagement

- Support the development and sustainability of a strong Great Start Parent Coalition.
- Ensure parent and family voices are represented in Great Start planning and decision-making.
- Develop opportunities for families to provide feedback regarding local early childhood services.
- Promote family leadership and meaningful family participation in community initiatives.
- Help connect families with appropriate early childhood, health, education, and social service resources.

Community Outreach and Advocacy

- Serve as a public ambassador for the Great Start Collaborative and local early childhood system.
- Educate community leaders and the public regarding the importance of early childhood development and school readiness.
- Develop and implement communication and outreach strategies to increase awareness of available programs and services.
- Represent the Great Start Collaborative at community meetings, conferences, committees, and other appropriate events.
- Establish relationships with local businesses, foundations, philanthropic organizations, civic groups, and other community stakeholders.
- Identify opportunities for community investment and support of early childhood initiatives.

Grant and Program Support

- Assist with identifying grant opportunities and other funding sources that support Great Start priorities.
- Coordinate or assist with grant applications, implementation, reporting, and evaluation as assigned.
- Maintain appropriate records and documentation related to Great Start Collaborative activities.
- Support the ISD and community partners in meeting applicable Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) requirements related to Great Start Collaborative activities.
- Collaborate with ISD early childhood leadership regarding GSRP planning, community needs, provider partnerships, and strategic priorities.
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- Perform other duties as assigned

REQUIREMENTS:

- Maintain confidentiality; Regular and reliable attendance; Daily travel
- Understand and embrace the inclusion of all
- Possess valid driver's license and maintain all required professional licensure
- Pass all required background checks
- Demonstrated ability to work in a collaborative manner
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels; Excellent verbal and written skills
- Ability to multitask; Ability to carry out duties as assigned
- Ability to complete assigned tasks with and without direct supervision
- Ability to integrate technology into everyday workflow
- Ability to develop and maintain successful working relationships with students and school staff
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Practice safe work habits; Adapt to frequent changes in work environment
- Prepare and maintain a budget and exercise proper budgetary control measures
- Comprehend, interpret and implement laws, rules, policies, regulations, and guidelines
- Ability to lift/carry items up to 30 pounds, frequent walking, standing, sitting, going up/down stairs
- Occasional irregular or extended work hours to meet multiple demands
- Carry out the mission and values of the MC-ISD

TERMS OF EMPLOYMENT: In accordance with Employee Contract.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board Policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

Signature

Date

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