



Central Office  
Duane Lange, Superintendent/SCC Principal  
175 East Aitken Road  
Peck, MI 48466  
Phone: (810) 648-4700  
Fax: (810) 648-4834

Special Education  
Renee Jansen, Director  
175 East Aitken Road  
Peck, MI 48466  
Phone: (810) 648-4700  
Fax: (810) 648-4834

---

## VACANCY NOTICE

August 23, 2022

The Sanilac Intermediate School District has an opening for the following position:

### **GREAT START COLLABORATIVE DIRECTOR**

**Job Description:** To provide support for the implementation of the Great Start Collaborative's strategic plan including the development of shared leadership, ownership and capacity among all members of the collaborative, and facilitate the development of a seamless early childhood system for young children.

**Minimum Qualifications:**

- Bachelor's Degree in a related field of study, preference given to candidates with a Master's Degree.

**Experience and Skills – Candidate must have prior experience in the following:**

- Development of shared leadership for a collaborative initiative.
- Minimum five years' experience working in early childhood, health services, community and/or economic development) in the community
- Knowledge of existing early childhood programs and related services (i.e. health, dental/oral health, mental health, human services
- Completion of community-wide needs and strengths assessment.
- Development of strategic plans for community-wide initiatives.
- Development and implementation of accountability systems for agency programs or community initiatives, and/or experiences planning, implementing and evaluating a service, program or organization.
- Facilitation of meetings and groups.
- Integrating customer input and feedback into decision-making.
- Communicating effectively both orally and in writing.
- Use of multiple technology devices and software.
- Building strong relationships with people who serve in a variety of community roles.
- Managing multiple projects effectively with a high degree of organization and time management.

**Essential Duties and Responsibilities:** Meet the requirements of the "Great Start Collaborative" contract, including:

- Facilitate the development of local early childhood system for families with children, birth to kindergarten eligibility.
- Attend technical assistance and trainings related to contract implementation.

"Recognizing the value and needs of each person, the Mission of the Sanilac Intermediate School District is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

---

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 E. Aitken Rd, Peck, MI 48466 (810) 648-4700.

- Facilitate local, strengths-based community needs assessment.
- Prepare a strategic plan that systematically addresses the community strengths and needs identified in the assessment and establishes priorities for implementation. This will include in action agenda that details the resources and actions needed to move forward with the priorities for implementation.
- Developing proposed procedures and policies (infrastructure components) for partnering agencies to use as related to great start collaborative activities. Adhere to all agreed upon procedures and policies of the collaborative. Monitor implementation and report to partnering agencies.
- Partner with the Great Start Parent Coalition and Parent Liaison on projects and reporting, using a strengths-based teaming approach.
- Develop local media campaign, website, and newsletters with community partners to educate identified target audiences about Great Start and the importance of early childhood investment.
- Develop/promote training and professional development opportunities to collaborative members, ensure timely reimbursement of expenses.
- Design and implement evaluation plan for the evaluator. Oversee data collection and conducts some short term data analysis. Prepare and submit reports requested in a timely manner.
- Coordinate community events related to the GSC's strategic plan which may include focus groups training/workshops, and forums.
- Seek additional funding and partnerships to enhance the activities of the local Great Start Collaborative.
- Provide information, as necessary, to the county's Community Collaborative, partner organizations, and the fiduciary.
- Perform other related duties as assigned by the Great Start Collaborative membership.

### **Terms of Employment:**

Reports to: Supervisor at Sanilac Intermediate School District as well as grant fiduciary bodies.

Contracted Position 200-225 days per year; Salary to be negotiated based on experience and number of days worked

**APPLICATION DEADLINE:** September 1, 2022

### **INTERESTED APPLICANTS SHOULD CONTACT:**

Renee Jansen, Director of Special Education, Sanilac Intermediate School District  
175 East Aitken Road, Peck, Michigan 48466, Phone: (810) 648-4700 Ext. 4131

"Recognizing the value and needs of each person, the Mission of the **Sanilac Intermediate School District** is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 E. Aitken Rd, Peck, MI 48466 (810) 648-4700.