



December 10, 2025

POSITION OPENING: Early Childhood GSRP Implementation Specialist

IN THIS ROLE:

Join a mission-driven team dedicated to empowering early childhood education!

You'll receive, process, and verify data from families and GSRP subrecipients, ensuring every detail aligns with rules, regulations, policies, procedures, standards, and timelines. You'll maintain precise, compliant data that fulfills the requirements of the Michigan Department of Education, Oakland Schools, and key stakeholders for the early childhood grant.

WHAT WE NEED:

- Respond to inquiries and requests for child, family, and/or program level information for GSRP. Analyze and manage information needed from GSRP participants/subrecipients for enrollment, program allocations, service plans, and fact sheets required by MDE. Conduct information screening process to determine if additional data is needed to meet Oakland Schools or MDE compliance requirements. Triage and disseminate information according to the Oakland Schools GSRP flowchart.
- Provide education, support, technical assistance, and coordination regarding GSRP program requirements to stakeholder agencies which include, local education agencies, Public School Academies, Community-Based Organizations, Early Care and Education partners, and others to increase efficiency and reduce duplication while meeting Federal, State, and local guidelines/timelines.
- Review reports and/or documents from grant funders and/or regulatory agencies to identify findings of non-compliance and/or disciplinary actions. Initiate actions to correct significant variances, as necessary. Assist program administration in developing systems to meet, document, and store GSRP requirements efficiently and effectively.
- Maintain databases and generate/analyze data and/or reports from subrecipients. Develop and maintain a secure and confidential process for all activities, including the storage of referrals, requests, documents, emails, etc.
- Conduct GSRP presentations to internal and external stakeholder groups as needed.
- Perform other duties as assigned.

WHAT YOU NEED:

- Bachelor's degree in early childhood, special education, child development, social work, psychology, human services, organizational development, information systems or related field with a minimum of one year of related experience; or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Familiarity with/knowledge of child development, GSRP implementation manual, state funded preschool, LARA childcare licensing rules, Child and Adult Care Food Program, and Great Start to Quality and early care and education settings

- Experience working with young children and/or families in early care and education settings preferred.
- Experience with GSRP.
- Ability to use Microsoft Word, Outlook, Excel, and Internet based software.
- Experience with managing and analyzing large data sets, information systems and/or processes.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier, and the like.

WORK LOCATION:

Oakland Schools - Main Campus
2111 Pontiac Lake Rd, Waterford, MI
48328

SALARY DETAILS:

\$56,612 - \$65,653 salary based on relevant prior work experience, with the potential to earn up to \$70,701 after employment with Oakland Schools.

Exempt position/ 12-month work year.

As this position is grant-funded, continuation is contingent upon grant funds.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits.



Flexible Time

Including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, and additional life insurance.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding! Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application, click the position title below:

Early Childhood GSRP Implementation Specialist

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **January 2, 2026** or until filled.

NOTE: Interested candidates must be available to interview on **January 13, 2026**.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or

HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.