



Job Description for Director of Government Relations

JOB TITLE:	Director of Government Relations
REPORTS TO:	ISD Superintendents in Clinton, Eaton, Ingham and Shiawassee Counties
WORK LOCATION:	Remote
WORK SCHEDULE:	Full-Time 225 Days
SALARY SCHEDULE:	\$120,000-\$130,000 plus benefits

SUMMARY

The Director of Government Relations leads the efforts to advocate for its intermediate schools districts (ISDs) and constituent school districts with state and federal policymakers and interested community/business groups. The Director will also assist with education research when needed, and utilize this and other research efforts to inform education policy. The Director will help local education leaders (administrators and board members) and other affiliated groups and individuals understand the legislative process and current legislative issues and initiatives. The Director serves as an essential member of the respective leadership teams at CCRESA, ERESA, IISD and SRESA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as liaison between legislators, both state and federal, and ISD administrative staff (CCRESA, ERESA, IISD and SRESA).
2. Serve as an advocate for public education, including ISDs and constituent districts within CCRESA, ERESA, IISD and SRESA.
3. Support the development and implementation of strategic and/or operational plans, which support the achievement of the legislative agenda of CCRESA, ERESA, IISD and SRESA school districts including participating in the crafting of legislation and policy.
4. Monitor, analyze and produce written reports on education and education-related legislation, policy, rules, and appropriations at the State and Federal levels.
5. Actively facilitate and/or participate in, and appropriately communicate information with and between internal and external groups and individuals.
6. Develop, design, and conduct professional learning activities for ISDs, local school districts and community agencies regarding legislative proposals
7. Maintain and apply up-to-date knowledge of current theory, research, methodology, and legislation in appropriate fields of assignment including legislation, and lobbying.
8. Partner with appropriate internal departments in local school districts and the respective ISD departments on government, legislative and legal-related issues.
9. Serve as a communication link between state education leaders and CCRESA, ERESA, IISD and SRESA public school leaders.

10. Attend statewide and local legislative committee meetings (i.e. SML/MASA/MAISA, etc.).
11. Report legislative activities and gather input for legislative direction at monthly meetings including but not limited to: ISD Boards of Education and comparable groups within the four ISDs.
12. Participate in reciprocal meetings with other educational lobbying efforts as directed and/or appropriate to advance our efforts.
13. Assist and advise Superintendents on current legislation.
14. Provide an orientation in the legislative process to new school administrators and board members.
15. Coordinate legislative meetings for superintendents and legislators.
16. Develop objectives for Legislative Affairs, which support the organization's mission and goals.
17. Promote and support organizational culture by reinforcing Board of Education goals, policies, and procedures, and the organization's vision, mission, and continuous improvement plan.
18. Support recruitment activities and take action to increase the diversity of staff.
19. Participate in organizational management, planning, and oversight.
20. Maintain official records and documentation.
21. Determine priorities and establish and monitor goals.
22. Develop and support cross-organizational projects and collaborative work teams.
23. Develop, recommend, interpret and implement ISD policies, practices, and positions.
24. Provide leadership to local, state, and national committees, associations, and organizations.
25. Perform other duties as assigned.

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 perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

RELATIONSHIPS & CONTACTS

INTERNAL

- Frequent contact with superintendents, consultants, support staff, ISD administrative team members, and other organizational project team members.
- Regular involvement with internal committees and with ISD managers and consultants on joint projects and team efforts.

EXTERNAL

- Frequent contact with local district superintendents and executive level leadership, legislative and executive political leaders, state-wide school-based associations, and staff in similar positions in intermediate school districts and local school districts across the state.
- Regular contact with local government and political leaders.

QUALIFICATIONS

Education

- Bachelor's Degree in Political Science, Education, or related field. Master's degree preferred.

Experience

- Seven (7) or more years of experience in public policy, education administration, legislative affairs, or another related field.

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Demonstrated knowledge of state and federal legislative processes.

Demonstrated success building relationships with legislative officials and their staff.

Demonstrated success advancing legislation through the legislative process from bill drafting to bill signing.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Occasionally positions self to maintain files in file cabinets.
3. Occasionally positions self to maintain files on shelves.

WORK ENVIRONMENT

Normal office environment. It is anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual have the capacity to remain calm, considerate, and tactful.

TRAVEL

The employee may be asked to travel between the school districts in Clinton County and to other Michigan Intermediate School Districts on occasion. Travel to the Michigan Capital area (Lansing, MI) will be required to attend events, hearings, meetings, and other legislative events.

TO APPLY

Please [click here](#) to apply, or refer to the CCRESA website at **ccresa.org** and click on the **Job Opportunities** tab at the top of the page.

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Special Education Director, 1013 South US-27, St. Johns, MI 48879, email rthelen1@ccresa.org, or call (989)224-6831.

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