



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 New Street ♦ PO Box 367 ♦ Stanton, Michigan 48888

Telephone: 616-225-4700 ♦ TDD: 800.649.3777 ♦ Fax: 989.831.8727 ♦ www.maisd.com

*Our Vision: MAISD will be an educational partner in building strong communities.
Our Mission: In partnership with its communities, MAISD provides innovative & effective learning opportunities for students, schools and families.*

Job Id 2016

Position Opening

Posting Date: May 24, 2021

Position: Educational Interpreter for the Deaf and Hard of Hearing

Effective Date: August 21, 2021

Circumstances: Staff Resignation

Salary: Wage per Interpreter Salary Schedule based on qualifications/training

Qualifications:

1. High School graduate with advanced training in a degree-granting institution whose training program is approved by the Michigan Department of Education.
2. Meet requirements of state and federal Special Education legislation for educational interpreters.
3. Experience working with hard of hearing/deaf children.
4. Has passed all parts of the MI BEI test and/or the EIPA test with a 4.0 or higher.

Job Goal: To facilitate communication between students and others in the educational environment using American Sign Language (ASL), Signing Exact English (SEE) and/or oral communication.

Deadline for Applications: Open until Filled

Performance Responsibilities:

The duties of the Educational Interpreter will include, but will not be limited to the following:

1. Accountability
 - a. Responsible to the classroom teacher where he/she is assigned, as well as the program supervisor.
 - b. Cooperate with direction from the building principal.
 - c. Confidentiality is required.
2. Qualifications
 - a. High School graduate with advanced training in a degree granting institution whose training program is approved by the Michigan Department of Education.



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- b. Meet Highly Qualified Para Educator Qualifications.
 - c. Physically and mentally capable of working with individuals with disabilities.
 - d. Experience working with hard of hearing/deaf children preferred.
 - e. Demonstrates ability to lift 60 pounds and to move from standing to floor sitting with ease.
 - f. Demonstrates computer skills.
 - g. Meet requirements of state and federal Special Education legislation for educational interpreters.
 - h. Has passed all parts of the MI BEI test and/or the EIPA test.
3. Nature of Position
- a. Interpret with ASL, SEE and voice as directed by Supervising Teacher.
 - b. Assist in implementation of school program.
 - c. Assist the teacher in modifying materials as needed.
 - d. Preview or review language concepts taught by the teacher.
 - e. Collect educational data as directed by Supervising Teacher.
 - f. Communicate directly with Supervising Teacher.
 - g. Assist teacher with supporting student individual goals.
4. Dimension of the Position
- a. Work with teachers and ancillary staff toward the implementation of student objectives.
 - b. Work toward a positive, productive school environment.
 - c. Work cooperatively with other staff members.
5. Primary Activities
- a. Arrive on time to school/class.
 - b. Follow students' daily schedule including extracurricular activities and special education services (e.g. speech), per IEP.
 - c. Familiarize self with content, homework assignments, materials, signs, and student needs.
 - d. Sit/stand where student(s) can see the teacher, interpreter and any visual aids.
 - e. Interpret as accurately as possible all verbal instructions and classrooms discussions, while avoiding unnecessary conversation with student(s).
 - f. Voice accurately the students' questions to the teacher, responses to teacher questions, contributions to class discussions, and conversations with other students.
 - g. Remind deaf/hard of hearing student(s) to direct all content questions to the teacher, not interpreter.
 - h. Assist (under teacher supervision) in the review of previously presented material and/or introduction of new vocabulary that may be used in upcoming lessons.



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- i. Provide daily updates to the supervising teacher concerning student progress/behavior in general education classes.
- j. Keep classroom teacher, MAISD Hearing Specialist, building Principal, local district Special Education Coordinator, and/or MAISD Supervisor informed of any issues that may significantly impact the deliver of special education services.
- k. Perform, if time permits, routine classroom tasks with teacher directions (e.g. correcting and grading assignments, maintaining records, organizing, and caring for equipment and maintaining a clean physical environment).
- l. Maintain confidentiality as outlines in FERPA.

Additional Information:

Kim Iverson, Associate Superintendent of Special Education
Montcalm Area Intermediate School
District (616) 225-6158 or
kiverson@maisd.com

Applications:

If you are qualified and interested in this position, please complete an online application through Applitrack located from the Employment Section on our website www.maisd.com Submit the application, detailed resume, work experience, references, and pertinent credentials through the online process.

Statement of Assurance:

It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989- 831-5261). Montcalm County Intermediate School is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities. EEO

Posted on 03/05/2025 By Jess Dora

Authorized by

Kathleen Flynn, MAISD Superintendent

