



# MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 NEW ST. ♦ P.O. BOX 367 ♦ STANTON, MICHIGAN 48888-0367

TELEPHONE: 989.831.5261 ♦ TDD: 800.649.3777 ♦ FAX: 989.831.8727 ♦ [www.maisd.com](http://www.maisd.com)

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*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.*

## POSITION OPENING

<b><u>Posting Date:</u></b>	October 16, 2025
<b><u>Position:</u></b>	Teacher for Elementary Students with Autism Spectrum Disorder Seiter Education Center
<b><u>Effective Date:</u></b>	Immediately
<b><u>Circumstances:</u></b>	Staff Resignation
<b><u>Job Goal:</u></b>	To establish and maintain an educational program which will help students with autism achieve positive academic, physical, social, emotional, behavioral, and pre-vocational development.

### **Certification/Qualifications:**

1. Bachelor's degree with endorsement in Autism Spectrum Disorder or other areas of special education and willingness to enroll in classes to obtain endorsement.
2. Valid Michigan Teacher Certificate.
3. Demonstrated ability to handle aggressive behavior, both physically and emotionally.
4. Demonstrated ability to handle conflict productively.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Job Duties and Performance Responsibilities:**

1. Serve as the primary planner and lead teacher for students and ensure that each student's Individualized Educational Plan (IEP) is being implemented as indicated on the Individualized Educational Planning Team (IEPT) meeting report.
2. Plan an individual education program (IEP) based on students' abilities which will best meet identified needs.
3. Create a safe classroom environment that is conducive to learning and appropriate to the maturity level and interests of the students.
4. Prepare for daily lessons and show evidence of preparation through development of IEPC's performance objectives and lesson plan books.
5. Maintain student discipline and standards of appropriate classroom behavior in a fair and just manner with utilization of the Non-Violent Physical Crisis Intervention methods.
6. Implement Evident Based teaching strategies with interventions in social, communication, behavioral, academic, and functional skills.

It is the policy of Montcalm Area Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate on the basis of race, color, national origin, gender (including orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected classes. Inquiries related to discrimination should be directed to the MAISD Superintendent.



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7. Through the process of a trans-disciplinary approach and progress monitoring, assess the growth of students and provide progress reports as required.
8. Communicate students' progress and transfer records, when necessary. To student's district of residence.
9. Diagnose the learning needs, strengths, and modalities of students, seeking the assistance of district specialists as required.
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintain accurate, complete, and correct records as required by law, district policy, and administrative request.
12. Plan and supervise purposeful assignments for para educators and/or volunteers and offer input to principal/supervisor regarding evaluation of their job performance.
13. Strive to maintain and improve professional competence.
14. Maintain inventory and order supplies and equipment.
15. Make provisions to be available to students and parents for educational related purposes outside the instructional day when required or requested to infer reasonable terms.
16. Visit student homes when necessary.
17. Maintain a positive working relationship with parents, administrators, peers, and the community.
18. Keep the Program Supervisor, the Building Principal, and the MAISD Associate Superintendent of Special Education informed of any issues that may significantly impact the delivery of special education programs and services.
19. Create and implement Functional Behavioral Assessment and Positive Behavioral Intervention Support Plans.
20. Work in a Team oriented approach for providing supports to students.
21. Implement sensory strategies.
22. Implement the use of assistive technology to increase daily living skills and achievement in the general education curriculum.
23. Assist general and special education teachers with strategies that will make students with autism successful in the least restrictive environment.
24. Such other duties as may be assigned by the immediate supervisor, Associate Superintendent of Special Education, Superintendent or Board of Education.



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## **Application**

**Deadline:** Close of Business on Wednesday, October 22, 2025, or until Filled.

## **Terms of**

**Employment:** 185 days - Wage and benefits per certified staff contract depending upon training and experience.

**Evaluation:** Performance of this job will be evaluated in accordance with the Master Agreement for Support Staff.

## **Additional Information:**

Chad Jackson, Special Education Supervisor, Seiter Education Center  
Montcalm Area Intermediate School District  
(616) 225-4826 or [cjackson@maisd.com](mailto:cjackson@maisd.com)

**Applications:** If you are qualified and interested in this position, please complete an online application through Applitrak located in the Employment Section on our website [www.maisd.com](http://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

Re Posted on 10/16/2025 by Jess Dora

Authorization by Katie Flynn  
Kathleen Flynn, MAISD Superintendent

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