



# 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](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

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| <b><u>Posting Date:</u></b>        | January 16, 2026  |
| <b><u>Position:</u></b>            | Supervisor of Special Education<br>(For 2026-2027 School Year)  |
| <b><u>Effective Date:</u></b>      | July 1, 2026  |
| <b><u>Circumstances:</u></b>       | Staff Resignation   |
| <b><u>Terms of Employment:</u></b> | Salary, benefits and work year as established by the<br>Montcalm Area Intermediate School District Board of Education |

### **Job Summary:**

The Special Education Supervisor leads and oversees the development, direction, coordination, and supervision of Special Education Programs and Services.

### **Certifications/Qualifications:**

1. Master Degree in Special Education or Administration.
2. Current Michigan K-12 administrator certification.
3. Michigan approval as a Supervisor of Special Education.
4. Eligible for State of Michigan approval or temporary approval as Supervisor of Special Education pursuant to Rule 340.1751.
5. Three years of experience in special education programs/services.
6. Prior administrative experience preferred.
7. Strong academic foundation with experience supporting instructional programming and student achievement.
8. Demonstrated expertise in student behavior support, including collaboration around intervention planning and positive behavior systems.
9. Additional qualifications and alternatives to the above as the Board of Education may deem appropriate.

### **Applications**

**Deadline:** Open until position is filled

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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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## **Performance Responsibilities:**

1. Managing and overseeing special education programs and services, including teaching, support staff and related services staff, student learning, and the safety of staff and students.
2. Guide the development and implementation of curriculum, instructional practices, and assessments.
3. Facilitate the Michigan Integrated Continuous Improvement Process (MICIP) team for Montcalm Area ISD programs.
4. Supervise and evaluate Special Education staff to ensure compliance with ISD, state, and federal reporting requirements, and oversee personnel in special education programs and services as assigned.
5. Actively participate and act as the District Representative for IEPs of students who attend Montcalm Area ISD programs.
6. Demonstrate ability to handle conflict productively.
7. Assist in the formulation of budgets and final reports for programs assigned.
8. Ability to speak to individuals one-on-one and to provide presentations.
9. Ability to drive between ISD buildings, local school districts and workshops, meetings and conferences throughout the state.
10. Ability to attend occasional evening and weekend activities.
11. Provide technical assistance regarding state/federal legal requirements pertaining to students with disabilities.
12. Assist with recruitment, hiring, evaluation and professional development and program evaluation.
13. Lead building meetings.
14. Provide professional development to Special Education program staff.
15. Support with student behavior and partner with local districts that programs may be housed in.
16. Attend MAISD Board, Parent Advisory Committee, Administrative Staff, or other county-wide meetings as assigned.
17. Participate in the development of county-wide policies and procedures for Special Education.
18. Represent the MAISD at State/Regional meetings as assigned.
19. Have no physical or mental restrictions that would, with reasonable accommodations, prevent performance of the essential jobs functions and responsibilities.
20. Other duties as assigned by the Associate Superintendent of Special Education

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## **Additional Information:**

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

Posted on 01/16/2026 By Jess Dora

Authorized by : Kathleen Flynn  
Kathleen Flynn, MAISD Superintendent

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