

JOB OPPORTUNITIES- DECEMBER 2018

Written Translator | Oral Translator | Album Reader | Exam “Child”



Written Translator, English/Simplified Chinese

Remote position (work from anywhere in the world)

Start date: January 2019

End date: May 2019

We have an opening for a native Simplified Chinese writer who can translate a portion of our AMI Assistants to Infancy (0-3) and/or Primary (3-6) courses from English to Simplified Chinese in anticipation of the 2nd summer of our translation courses, which resume in June 2019. This is a unique opportunity to review and deepen your understanding of the AMI curriculum. Most documents are in Microsoft Word; some are PDF. Confidentiality is essential.

Job Description

- Complete written translation of documents by deadline. Some specialized Montessori and/or medical vocabulary required.
- Maintain regular communication with MISD throughout the project.

Job Requirements

- AMI diploma (ideally at the level you will be translating)
- Excellent written communication skills in Simplified Chinese and English

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www.misdami.org | training@misdami.org

- Professionalism; dependability. This is a remote job so we need someone with initiative who will follow through and deliver according to the work schedule.
- Strong time management skills
- Attention to detail
- Excellent organization and file management
- Computer proficiency & confidence: ability to find creative solutions to formatting or other technical issues related to the work
- High level of confidentiality

This is a unique opportunity for someone who wants to immerse in the AMI Montessori curriculum via the practice of written translation. This project could lead to future work with MISD, or could be combined with other jobs (See: Oral Translator, Album Reader).

Salary: Commensurate with ability, experience, & volume of work.

How to Apply: Please send a resume to communications@misdami.org along with a brief cover letter in the body of the email stating which job(s) you would like to be considered for and how soon you can start. We hope to hear from you soon!

Oral Translator, English/Mandarin

Onsite position in La Jolla, California

Start date: June 2019

End date: August 2019

Anticipated needs in the future include modular courses, summers beyond 2019, etc.

We are looking for oral translators for our summer format AMI Assistants to Infancy (0-3) and Primary (3-6) courses. This job requires full-time commitment during the summer, performing simultaneous oral translation of English to Mandarin during 8-hour days, five days a week. Preparation ahead of each day is required in order to facilitate the simultaneous translation. Student handouts have been translated into Simplified Chinese and will be supplied to the oral translator ahead of time whenever possible. We are open to hiring the same person for written and oral translation (See: Written Translator).

Job Description

- Simultaneous oral translation of AMI summer course (either 0-3 or 3-6) via headset.
- Job will mostly entail translating lectures and presentations, but may also include translating other materials during the course including enrollment, campus events, field trips, etc.

Job Requirements

- Strong organizational skills
- Excellent oral communication

- Flexibility
- Aptitude for navigating small and large group social settings
- Translation experience preferred
- Regular communication with the MISD administrative office
- Please note that the 3-6 translator must hold the AMI Primary diploma, but the 0-3 translator could be someone without Montessori training who has strong translation skills, genuine interest in the subject matter, and willingness to acquire some specialized medical vocabulary related to anatomy.

Salary: Commensurate with ability & experience.

How to Apply: Please send a resume to communications@misdami.org along with a brief cover letter in the body of the email stating which course (0-3 or 3-6) you would like to be considered for. Because we anticipate ongoing needs beyond this summer, we also welcome applicants who may not be able to work this summer but would like to be considered for courses in the future.

Album Reader- English or Chinese

Remote position (work from anywhere in the world)

Start/end dates: Ongoing needs throughout the year at the 0-3 and 3-6 level

MISD is looking for 0-3 and 3-6 AMI graduates who would like to refresh their understanding of Montessori theory and pedagogy by reviewing the albums of current students. This position is ideal for working teachers who want to create a regular personal discipline of professional development while earning some income on the side. Keep up-to-date in the Montessori world by staying connected to the focal point of AMI training—the creation of original albums.

Album readers must be graduates of the AMI level for which they will be reviewing albums; graduates of any AMI training center are welcome to apply. Advantages include flexibility around volume of work, working hours during the day or evening, and ability to work remotely from anywhere in the world.

Job Description

- Evaluate AMI 0-3 or 3-6 student albums
- Give online written feedback regarding completeness, quality, and compliance with course standards.

Job Requirements

- AMI diploma at the applicable level
- Excellent written communication skills
- Competence with online shared document platforms like Google Docs
- Complete confidentiality
- Ability to delivery work on a reliable basis, according to schedule

Salary: \$25/album

How to Apply: Please send a brief cover letter in the body of an email to communications@misdami.org, attaching your resume. Be sure to include contact information, graduation year/training center, specify English and/or Chinese, and indicate the amount of work you are looking for.

AMI Child- AMI & Primary (volunteer)

Onsite position in La Jolla, California

Assistants to Infancy (0-3) exam dates: August 4-8, 2019

Primary (3-6) exam dates: May 13-16, 2019 & July 21-25, 2019

MISD is looking for 0-3 and 3-6 AMI graduates who would like to collaborate with us on the oral exam process. As you may recall from your own experience, the “child” who sat beside you was a crucial part of your exam. Acting as a child during exams will give you the opportunity to accompany another trainee in that pivotal moment, and to experience exams once again from a different angle behind the scenes. Just think-- you will have a front row seat to a mini refresher course with our esteemed examiners!

Local graduates often choose to fill these positions, but we would also like to extend the opportunity to those who want make a day trip to San Diego or perhaps schedule a vacation around this time. AMI graduates from any training center are eligible for consideration. We have slots in a range of time commitments to meet your schedule: ½ day, full day, or up to several days. Please note that MISD cannot provide childcare or accommodate additional guests.

Job Description

- Act as a child during AMI oral exams, sitting beside the student and engaging in character when appropriate.
- Clean up materials at the end of each exam and replace them on the shelf in the correct place.
- Majority of time will be spent sitting silently, listening to the examiner, and maintaining an unbiased presence that is not distracting to the student.

Job Requirements

- AMI diploma at the applicable level
- Prior experience as an exam child-- preferred but not required
- Complete confidentiality
- Professionalism and utmost respect for the exam process
- Ability to maintain a “blank” face and an alert but unobtrusive presence for several hours at a time.
- Ability to sit still for several hours at a time. Ability to kneel, bend, and perform other simple postures that a child might take in the classroom.
- Willingness to conform to the specific requirements of exam children (dress code, etc.)

Salary: Volunteer

How to Apply: Please send a resume or brief description of your work history to communications@misdami.org, along with your contact information, graduation year/training center, and the amount of time you are interested in— ½ day, full day, or several days, referencing specific dates (see options below).

Assistants to Infancy (0-3) exam dates: August 4-8, 2019

Primary (3-6) exam dates: May 13-16, 2019 & July 21-25, 2019