



MONTANA SCHOOL for the Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Education

JOB TITLE: Substitute Para-Educator

SUPERVISOR: Principal

DIVISION: Education

STARTING SALARY: \$11.50 per hour

BENEFITS: none

START DATE: October 2021

LOCATION OF JOB: Montana School for the Deaf and the Blind, Great Falls MT

STATUS: On-call

POSITION NUMBER: 51398301

BARGAINING UNIT:

CLOSING DATE: on – going recruitment

TYPICAL DUTIES:

The purpose of this job is to ensure that students who are deaf, hard of hearing, blind, visually impaired or deafblind continue to receive support within their classrooms when para-educators are absent.

A substitute duties include but are not limited to:

- Assists the teacher in academic classes such as reading, language, math, science, and social studies by providing academic support to students
- Works with individual students following teacher plans
- Participates in activities during gym, motor skill development, swimming, life skills and other hands-on classes
- Provides support to students in a variety of activities of daily living such as dressing, toileting, feeding (based on individual student needs/age)
- Assists the teacher in monitoring student progress. Alerts the regular teacher to any problem or special information about an individual student
- Prepares and utilizes materials for classroom use as well as straightens up and/or prepares for future activities
- Carry out individual programming for special needs students
- Supervises students during play activities/recess, cafeteria, assemblies, drills, and/or field trips. Escorts children to and from their cottages, classrooms and vehicles of transportation.
- Keeps students safe
- Other duties/tasks as assigned

QUALIFICATIONS:

High School Graduate or GED. Experience with students who are deaf, hard of hearing, blind, visually impaired or deafblind is preferred. Considerable knowledge of child development, classroom procedures, and play activities, first aid techniques and safety precautions preferred.

Must be able to communicate with staff and students. Signing skills are highly preferred. (If the candidate doesn't have signing skills, they must be able and willing to learn.) Must be able to get along with a variety of personalities, be pleasant and courteous. Must have a positive attitude and a serious amount of self discipline. Must be able to work effectively without constant supervision. Must be reliable and dependable at all times.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The work performed in a typical setting at MSDB involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs.

The successful candidate will be required to have or learn basic sign language skills to communicate with students and staff who are deaf and hard of hearing. New employees must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview (SLPI). Results of testing will guide placement in substitute assignments.

PROBATIONARY PERIOD: All employees shall serve a probationary period of one year (see A.R.M. Section 2.21.3808(2)). Policy 5123

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

INQUIRIES: **Montana School for the Deaf and the Blind**
3911 Central Ave
Great Falls, MT 59405
406-771-6000

APPLICATION: <https://statecareers.mt.gov>

An Affirmative Action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000