



# MONTANA SCHOOL for the Deaf & Blind

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000  
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[www.msdb.mt.gov](http://www.msdb.mt.gov)

*giving kids the building blocks to independence*

**DEPARTMENT:** Education

**JOB TITLE:** Interpreter/Tutor for Students who are Deaf or Hard of Hearing (2 openings)

**SUPERVISOR:** Supervising Interpreter/Principal

**DIVISION:** Education

**STARTING SALARY** \$21.00 per hour

**START DATE:** January 2022

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

**STATUS:** Permanent, Full-Time

**POSITION NUMBER:** 51398013

**BARGAINING UNIT:** MFPE

**CLOSING DATE:** open until filled.

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## **TYPICAL DUTIES:**

This position is responsible for facilitating communication between users of English (spoken and/or written) and users of sign language including American Sign Language (ASL) and English-based sign systems. Interpreters provide students who are deaf, hard of hearing, or deafblind with appropriate access to classroom instruction and communication with all school staff and students in the environment so they have an equitable opportunity for academic and social learning. Interpreters also assist students in learning to use an Interpreter (using the "Pyramid of Support" concept), the development of self advocacy skills, and the development of independence across all settings as appropriate. Develops and maintains professional relationships with teachers, support staff, administration, parents and students.

- Facilitates communication between users of English (spoken and/or written) and users of ASL, interpreting sign-to-voice and voice-to-sign as appropriate.
- Develops/maintains professional relationships with staff, administration, families and students.
- Monitors students for "back-channeling" or feedback indicating they understand the interpretation and make adjustments if student is struggling.
- Uses the "Pyramid of Support" concept when working with students.
- Prepares for assignments; understands the content of the curriculum/lessons and materials.
- Interprets all instruction-related communication, including non-captioned videos, discussions.
- Participates in team-interpreting as appropriate.
- Travels between MSDB and public schools.
- Interprets MSDB meetings, IEP meetings, and other events where interpreting services are needed.
- Tutor students when requested.
- Maintains confidentiality and demonstrates good ethics in regards to student/staff interactions.
- Works with school staff to brainstorm, determine, and implement any necessary accommodations.
- Serves as a member of the IEP team.
- Attends professional development opportunities.
- Other duties as assigned.
- Detailed position description available upon request.

**QUALIFICATIONS:** High school graduation and one year experience working with deaf/hard of hearing students and/or adults in a situation that requires use of expressive and receptive sign language skills, or the equivalent combination of education and experience is preferred. Graduate of an Interpreter Training Program will be given preference. The Candidate must pass a pre-hire screening of Educational Interpreter Performance Assessment (EIPA) at a score of 2.5 or more and must meet the score of 3.5 within three years of the date of hire – in accordance with educational interpreter standard set forth by ARM 10.55.718

**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.

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**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment. 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. 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 person in this position works in multiple buildings across campus and must be able to travel independently between buildings.

This position requires interactions with staff who may have very different and very strong beliefs about the best ways to educate students who are deaf or hard of hearing. The person in this position must be open-minded and respectful regarding different educational philosophies. This position requires some amount of time engaging in signing which has been known to lead to repetitive motion injuries such as carpal tunnel.

The successful candidate will be fluent in ASL and English skills to communicate with students and staff.

**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.

**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