

# MONTANA SCHOOL *for the Deaf & the Blind*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000  
406.771.6164 FAX  
406.205.0016  
VIDEOPHONE  
[www.msdbmustangs.org](http://www.msdbmustangs.org)

**DEPARTMENT:** Education  
**JOB TITLE:** **Supervising Interpreter**  
**SUPERVISOR:** Principal  
**STARTING SALARY:** \$27.98 hr.  
**START DATE:** December 2022  
**LOCATION OF JOB:** Montana School for the Deaf and the Blind, Great Falls MT  
**STATUS:** Full-Time  
**POSITION NUMBER:** 51398013  
**BARGAINING UNIT:** None  
**CLOSING DATE:** Until filled

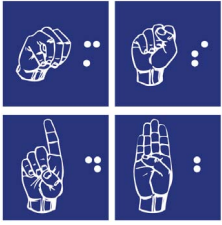
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## **TYPICAL DUTIES:**

- Plans yearly interpreter schedules and makes daily substitute adjustments as necessary. Use understanding of difference between Sign Language and Sign Systems to select appropriate placement of interpreters with students.
- Coordinate placement of Interpreters for extracurricular activities. Facilitate communications between students, parents (cottage) & interpreters for these activities.
- Evaluates interpreters based on strengths and areas for improvement as determined by the interpreter's Educational Interpreter Performance Assessment as well as evaluates current level of employment productivity. Use these evaluations to help subordinates establish professional development goals and work toward achievement of these goals.
- Provide support to interpreters in way of classroom observation, discussion of the interpreter's mental processing, and how mental processing relates to achievement of message equivalence while still supporting the empowerment of the teacher/student dynamic in the public school setting.
- Substitute interpret for interpreters who are absent for various reasons
- Interpret for MSDB campus activities including but not limited to assemblies, disciplinary meetings for staff or students, IEP meetings, business meetings, and staff activities.
- Coordinate and plan activities related to sign language development goals of staff & supervises the Sign Language Proficiency Interview (SLPI) committee. Ensure that SLPI results are communicated in a positive way to staff members. Copy interviews into disc format from video cameras.
- Work with other deaf staff members to ensure common signs are used for routine activities such as social skill goals, lockdown/evacuation procedures, or signs for curriculum that will be seen in testing environments.
- Work with Outreach, Office of Public Instruction, and other constituents to explain and clarify the role of the interpreter in the classroom, share best practices in the field of interpreting, as well as provide support and ideas related to child success within an interpreted education.
- Work in concert with Principal to provide inclusion support which includes in-service training for LEA teachers and support staff providing service to deaf/hard of hearing students.
- Other duties include: Mentors new interpreting staff as needed. Hold quarterly interpreter meetings. Coordinate and supervise placement of interns. Serve on committees – safety, supervisory, planning, as determined. Write reports and articles to support MSDB's public awareness.

## **QUALIFICATIONS:**

Completion of an Interpreter Training Program that leads to an RID/NAD Certificate, Associates or Bachelors Degree in Interpreting, B.A. in Education of the Deaf, Child Development, or Special Education. EIPA score 4.6 or above, or satisfactory score on other ITP assessments, SLPI Rating of Advanced Plus. Three (3) years of successful employment in a school setting as an interpreter or other position where sign language was utilized to communicate with deaf or hard of hearing children on a daily basis. Preference given to those with supervisory experience.



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## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of RID, EIPA and NAD testing and evaluation systems
- RID Certification; EIPA score of 4.6 or better and SLPI of Advanced Plus
- Knowledge of mentoring and ASL linguistics
- Understanding the roles and responsibilities of an interpreter and members on an educational team
- Development of language in deaf children as part of their educational experience
- Factors that impact deaf or hard of hearing students' educational experiences
- Social and emotional experiences of deaf and hard of hearing children in the public school setting
- Public education and special education history, laws and the ER/IEP process
- Use of technology for networking and peer support
- Effective interpersonal communication using negotiation, problem-solving and conflict management as necessary
- Ethical fitness
- Effective writing and public speaking skills
- Commitment to professional development
- Cultural mediation between the deaf and hard of hearing and hearing staff, students and the public
- Compliance with policies and procedures of the school
- Effective working relationships with the teachers, support staff and the students
- Knowledge of systems/organizations and how they operate
- Organizational and time management skills.

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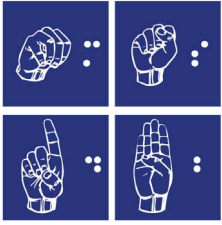
**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the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

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



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**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