



# MONTANA SCHOOL *for the Deaf & the Blind*

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[www.msdbmustangs.org](http://www.msdbmustangs.org)

**DEPARTMENT:** Outreach  
**JOB TITLE:** **Outreach Consultant for Students with Visual Impairments – Great Falls**  
**SUPERVISOR:** Director of Outreach  
**STARTING SALARY:** \$ 40,392 – \$75,485 DOE (up to 18yrs experience can be brought to MSDB)  
\$2000 annual driving stipend  
**START DATE:** July 1, 2024  
**LOCATION OF JOB:** Great Falls and surrounding areas  
**STATUS:** Full-Time  
**POSITION NUMBER:** 51304004  
**BARGAINING UNIT:** MFPE  
**CLOSING DATE:** Until filled

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## **JOB OVERVIEW:**

The purpose of this job is to promote appropriate educational practices and interventions for children who are blind or visually impaired in Central Montana (Area including Great Falls, Helena, Choteau, Conrad, Glacier County and surrounding areas) Region 6 on the map. This position provides consultation and technical assistance to education professionals, families, and other service providers about service options, resources and best practices as they relate to educating children who are blind or visually impaired.

**Work for the state you Love to Live in.** Your paycheck is just part of a total compensation package. Eligible employees have access to competitive, innovative benefits packages at an affordable cost. All beginning on your first day of employment. Highlights of our innovative benefit package include:

- Access to No Cost health centers
- Low-cost Medical, Dental and Vision insurance
- Retirement plan with employer
- 3 Personal days each year
- Sick days each year per MCA 2-18-618
- Public Service Student Loan Forgiveness program\*
- Student Loan Repayment program\*
- Flexible Spending Accounts
- Employee Assistance Program
- Wellness Programs
- One free meal per shift

\* Subject to eligibility rules

## **Essential Duties or Responsibilities:**

### **A. Provide Classroom Support, Consultation, and Technical Assistance 20%**

Improve access to instruction and environment by providing recommendations to school staff, Assists in the development of the IEP and participates in the IEP meetings, Assists in procurement of adaptive materials and equipment including needed technology and large print and braille texts, Troubleshoots various issues associated with assistive and adaptive technology, Works with district and company tech people to troubleshoot technology issues, Conducts necessary trainings with small groups and school wide staff.

#### B. Early Childhood Education and Intervention 20%

Collaborates with Part C to participate in intake activities, provides advising and instruction to families of children who are aged birth to three regarding child development and meeting developmental goals and other needs of children who are blind, visually impaired, or deafblind, Works with families and other service providers to develop and implement the Individual Family Service Plan (IFSP), Establishes and monitors Family Advisor program including recruitment, training, mentoring, reporting, approving invoices, and general oversight.

#### C. Assessment and Evaluation (specific to Consultants of the Visually Impaired) 10%

Assists in obtaining and interpreting eye reports from doctors, Performs Functional Vision Evaluations (FVE - including Visual Attending Behaviors, Visual Fields, sensory and tactile behaviors, and literacy behaviors) and Learning Media Assessments (LMA) to describe current levels of vision, recommend appropriate instructional accommodations, and to identify and recommend appropriate reading materials for visual access, Conducts ongoing braille assessments, Establishes, trains, and monitors braille instruction teams for both pre-braille and braille readers, Conducts O&M assessments, Develops O&M Program Plan, evaluates, monitors student progress and models instruction, Assesses student keyboarding skills and identifies magnification needs.

#### D. Extension Programs and Other Services 15%

Assists in the planning, facilitation, and recruitment of families and students to attend annual Family Learning Weekends, Enrichment weekends, and Summer Skills Camp, Works with the MSDB Admissions Coordinator in facilitating enrollment of students who can be appropriately served by MSDB's on-campus programs.

#### E. Office Duties and Organization 10%

Maintains and manages student files and data within a centralized data system, Completes follow-up reports, recommendations, phone contacts, and/or emails in a timely manner, Organizes and facilitates issue-specific training opportunities for students, Prepares reports as required or requested, Develops relationships and maintains contacts with office/school/service agencies via email and other technologies, phone contacts and maintains a record of those contacts, Complete and maintain annual accounting of students served on caseload and maintain annual American Printing House (APH) accounting.

#### **Physical and Environmental Demands:**

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.

#### **Knowledge, Skills and Abilities:**

(Required for first day of work)

#### Demonstrated knowledge of:

- Knowledge of Federal, state and local laws pertaining to students with visual impairments.
- Be able to effectively explain vision specific concepts, principles and methodology to teams.
- Knowledge of developmental patterns of children with visual impairments and multiple disabilities.
- Know and effectively communicate the areas of the Expanded Core Curriculum (ECC)
- Understand the issues of low incidence disabilities and the possible implications on student learning.
- Knowledge of vision related resources and equipment to effectively support student success.
- Know and effectively communicate the roles of MSDB Outreach, TVI, O&Ms providers to student teams.
- How to monitor and assess functional vision and student use of vision utilizing eye reports and knowledge of eye conditions.

Demonstrated ability to:

- Provide effective knowledge and resources for blind and visually impaired.
- Collaborate and communicate effectively with co-workers, families, school district staff and family support specialists in both written and verbal forms.
- Coordinate events and in-services to meet caseload needs.
- Maintain database and student records.
- Write professional reports reflecting information collected through observation and evaluation.
- Assess the effectiveness of programs with the director by communication of needs or support to resolve obstacles.
- Use of laptop computer, email, virtual meeting platforms, and apps related to job duties.
- Understand and follow oral or written directions.

**Minimum qualifications (Education and Experience):**

Experience Required

Two years of classroom experience working with student's who have disabilities full-time, professional experience as a TVI working in schools with school-age students, which has included working with students with blindness/visual impairment and multiple disabilities, and writing IEP goals.

Education Required

• Bachelor's or higher degree with emphasis in Teacher of Students with Visual Impairments from an accredited college or university is required. Persons working toward a TSVI endorsement with 1-2 years to complete will be considered. Out of state applicants ability to obtain Montana Teaching Licensure.

**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:** 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 successful candidate must have the ability to learn basic sign language skills to communicate with deaf staff and students.

**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