



MONTANA SCHOOL *for the Deaf & the Blind*

3911 CENTRAL AVENUE
Great Falls, Montana 59405
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www.msdbmustangs.org

DEPARTMENT:	Education Department
JOB TITLE:	Outreach Director
SUPERVISOR:	Superintendent
STARTING SALARY:	\$78,000 Minimum (DOE)
START DATE:	August 2024
LOCATION OF JOB:	Montana School for the Deaf and the Blind, Great Falls MT (Remote Eligible)
STATUS:	Full-Time (240 Day Contract)
POSITION NUMBER:	51300327
BARGAINING UNIT:	NA
TENURED POSITION:	Yes
CLOSING DATE:	Application and Supplemental Material Should be submitted by May 6, 2024

JOB OVERVIEW: The primary purpose of this position is to oversee a statewide outreach system that provides consultation and technical assistance to Montana's children who are deaf, hard of hearing, blind, visually impaired, or deafblind from birth through age 21. The outreach program provides resources to families, schools, medical home or other community based service providers. The Outreach Director creates a professional environment where program staff can provide appropriate quality services and where they can learn new skills, access current research, and develop their professional goals to better support their colleagues both on and off campus.

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. Although we are a school, we are a state agency of Montana and all our employees receive state benefits.

[It is hard for others to compete with our benefit package!!!](#)

Highlights of our innovative benefit package include:

- **Possible Housing in Cottages for first year of employment (For director only)**
 - Access to No Cost health centers
 - Low-cost Medical, Dental and Vision insurance
 - Employee Health Incentive Program
 - Retirement plan contributions to TRS by school
 - 3 Personal days each year
 - Sick days each year per MCA 2-18-618
 - 1 Floating Holiday per calendar year
 - 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

Breakdown of Essential Responsibilities:

Administrative Tasks (30%)

- Assist in the development and management of the Outreach program general budget.
- Assist in the development and management of grants that support the Outreach Program.
- Approves expenditures requested by outreach consultants.
- Be an active participant with union labor management committees where appropriate.
- Analyze EdInsights Data that pertains to outreach and work to immediately rectify any problems.
- Run monthly reports from EdInsights and provide each outreach consultant as requested.
- Develop outreach strategic plan every three years that aligns with MSDB strategic plan.
- Work with individual consultants to develop a yearly work schedule.
- Approves consultant timesheets bi-weekly.
- Maintains memorandums of understanding with Part C Providers as needed to support MSDB students.
- Work with APH census as the states Ex Officio Trustee.
- Supervise the inventory of the Technology Lending Library System.

Traveling (25%)

- Supporting consultants in the field.
- Attending events that are outlined in the other sections of this job announcement.

Communication Tasks (25%)

- Attend administrative, green team, and bi-monthly Board of Public Education meetings to share and receive information.
- Develop a schedule for regular outreach meetings.
- Attend statewide meetings and represent MSDB at stakeholder agencies and organizations (i.e OPI Meetings).
- Serve on advisory councils and task forces related to outreach services.
- Collaborate with MSDB campus programs.
- Maintain outreach manuals, guidelines, and other critical outreach resources.
- Support outreach staff with developing opportunities for students and families served by outreach.
- Collaborate with consulting audiologist on new referrals for program services.

Human Resources Tasks (10%)

- Assist with the recruitment of new outreach staff.
- Evaluate outreach staff as identified in Collective Bargaining Agreement and State Policies.
- Identify and provide professional development for outreach staff.
- Assist outreach consultants with setting up and monitoring personal growth plans.
- Work with outreach consultants on onboarding and maintaining deaf mentors and family advisors.
- Develop and maintain a program for outreach staff to increase ASL skills.
- Setup and provide regular trainings for family advisors and deaf mentors.

Self-Professional Development (5%)

- Attend and present at annual meetings of COSB, CEASD, APH, NRAER and MCASE.
- Continue learning the trends in both Visual and Deaf Education.
- Develop ASL skills and pass the ASLPI test at the appropriate level.

Student Level Support (5%)

- Participate in referral and 10-day meetings of possible campus placed students.
- Attend IEP/IFSP meetings as requested.

As the outreach program has student numbers approaching 1200 students and climbing, it is important that the successful candidate has the following:

- Open minded.

- Flexible with schedule.
- Empathy for others.
- Sense of humor.
- Social.
- Confident.
- Positive outlook.

Minimum qualifications (Education and Experience):

Must possess or have the ability to possess the following from The Montana Office of Public Instruction by the first instructional day of the academic calendar:

Eligible Licenses Needed

Class 1 Professional Teaching License and Class 3 Administrators License, **OR**
Class 5 Provisional License **

Eligible Endorsements

32A HI, 32A VI, 32E HIEC, 32A SPE, or 32E SPE (Need a minimum of 1)
30A PRI, 30A SPE, 30A SUP (Need a minimum of 1) **

** MSDB is willing to work with any candidate who is eligible for a Class 5 license while working on an administrative degree.

Preferred Experience

- Extensive knowledge in one or more of the following: Blind/Low Vision education and or Deaf/Hard of Hearing education.
- 5 years' experience working in an educational outreach position.
- Experience working as an educational administrator.
- Solid understanding of Special Education Law and trends.

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.

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.

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.

SIGN LANGUAGE REQUIREMENTS: The successful candidate must have the ability to learn basic sign language skills to communicate with deaf staff and students. The teaching candidate will be expected to take the ASLPI (American Sign Language Proficiency Interview (ASLPI) – paid by the school -- yearly until the level found in board policy for this position is met. MSDB philosophy is one that focuses on continually improving each year.

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**
ATTN: Paul Furthmyre
3911 Central Ave
Great Falls, MT 59405
406-771-6000
pfurthmyre@msdb.k12.mt.us

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