



MONTANA SCHOOL *for the Deaf & the Blind*

3911 Central Ave
Great Falls, MT 59405
406.771.6000
406.771.6164 FAX
406.205.0016 VIDEOPHONE
www.msdbmustangs.org

DEPARTMENT: Student Life -- Student Services
JOB TITLE: **Administrative Assistant 2**
SUPERVISOR: Director of Student Life
STARTING SALARY: \$19.11
START DATE: August 2024
LOCATION OF JOB: Montana School for the Deaf and the Blind, Great Falls MT
STATUS: Full-Time
POSITION NUMBER: 51303622
BARGAINING UNIT: None
CLOSING DATE: First application review July 15, 2024. Open until filled.

The purpose for this position is to assist the Director of Student Life with maintainly a safe and orderly living environment. This may include making sure substitutes are called to provide coverage for the cottage departments. Will also provide clerical assistant to the Director of Student Life, Director of Health Service and Counselors.

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
 - Vacation Days per MCA Code
 - 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

Breakdown of Essential Responsibilities: (depending on successful candidates skill, could possibly change):

- Maintaining Daily Staff Attendance (40%)
- Student Life Office Assistance (40%)
- Student Assistance (15%)
- Other Duties as Assigned (5%)

Maintaining Daily Staff Attendance (40%)

- Schedules substitutes and adjusts schedules throughout the day consistent with approved leave requests for absences on completed leave request forms.
- Records and prepares log of all staff leave hours to be used bimonthly for pay periods.
- Collects and cross-checks timesheets bimonthly for Director of Student Life approval.
- Maintains database of all Student Life staff leave hours.
- Use Sign Language to communicate with students and staff who are deaf, hard of hearing, blind, low vision or deaf/blind. (The successful candidate must have *the ability to learn* basic sign language skills)

Student Life Office Assistance (40%)

- Prepare forms and other documents for the Student Life Program
- Compiles data from the back to school paperwork. Works with the staff (Director of Nursing, Principal, Counselors) in collecting missing data.
- Prepares/proofs correspondence, reports and letters for Director of Student Life as well as maintaining files
- Assists with greeting visitors and guests and assists them in locating their contact person(s).
- Monitor Security cameras during shift.
- Research and prepare for purchases for the Student Life Program.
- Orders and distributes supplies for Student Life Program.
- Deliver mail and other correspondence daily from the main building to the cottages.

Student Assistance (15%)

- Supervise students for short periods of time
- Assist with student banking in the Student Life Office
- Transport students as needed

Other Duties as Assigned (5%)

Knowledge, Skills and Abilities: (Required for the first day of work)

- Knowledge of general office procedures, telephone\cell phone communication, copy machine, laminator, computer applications including Google, Word and other software.
- General organizational skills.
- Must possess the skills to comprehend instructions.
- Must be able to successfully deal with stressful situations and perform multiple tasks with multitude interruptions.
- Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

Minimum qualifications (Education and Experience)

- High School Diploma
- Previous experience working in an office setting doing clerical type work.
- Experience in working with individuals who are deaf, hard of hearing, blind, low-vision or deaf-blind is desirable
- Has current driver's license.
- Hours are afternoon and evening hours - August thru June, summers off.

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.

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

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 candidate will be expected to take the ASLPI (American Sign Language Proficiency Interview - paid for by the school - yearly until the 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: Jim Kelly II, Director of Student Life
jkelly@msdb.k12.mt.us
Montana School for the Deaf and the Blind
3911 Central Ave
Great Falls, MT 59405
406-771-6125

APPLICATION: <http://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.