

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

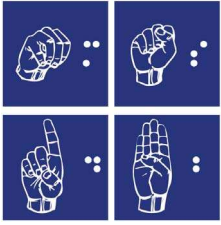
DEPARTMENT:	Education
JOB TITLE:	Para educator for Students
SUPERVISOR:	Principal
STARTING SALARY:	\$17.08 hour
START DATE:	ASAP
LOCATION OF JOB:	Montana School for the Deaf and the Blind, Great Falls MT
STATUS:	Permanent, Full-Time
POSITION NUMBER:	51308003
BARGAINING UNIT:	MFPE
CLOSING DATE:	Until filled

TYPICAL DUTIES:

The purpose of this job is to assist students in achieving their maximum potential by assisting instructors and administrators in carrying out individualized student programming, supporting curricular class work so students can meet state standards, supporting physical needs to allow for school participation while providing a safe and pleasant school environment where all of these goals can be achieved.

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 Leave
- Sick days each year per MCA 2-18-618
- One Floating Holiday per Year
- Flexible Spending Accounts
- Employee Assistance Program
- Wellness Programs
- One free meal per shift
- Provide classroom support with:
 - Content delivery: carry out teacher-created lesson plans with students in 1:1 or small group settings. Must be able to follow directions and reinforce instruction presented by the teacher.
 - Meeting individual students needs (after training): such as assisting ankle and foot orthotics (AFOs), splints, and other adaptive aids; transfers and positioning; assisting with self-help items such as toileting, feeding and dressing, assisting with motor lab activities, job coaching, mainstream support/tutoring.
 - Technology: sets up/assists with specific student programs on computers, iPads, and other assistive devices.
 - Student Management: breakfast program, lunchroom duty, playground duty, bus duty, hall monitoring, escorting students to and from different areas on campus, ability to assist/support in classroom management.
 - Other duties may include Recordkeeping - helping with grading, maintaining datasheets, compiling data, taking attendance, etc.; cleaning classroom areas, laundry, dishes, decorating for events, etc.; and copying, enlarging, typing, recording, binding, organizing supplies, sorting/filing, etc.



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

- Maintains confidentiality and demonstrates good ethics in regards to student/staff interactions, work behaviors, and following school policies and procedures
- Develops and maintains professional relationships with teachers, support staff, administration, parents and students.
- Needs to have a positive and flexible attitude
- Must be flexible as daily schedules can change on quick notice.
- Participate in our employee sign program to increase sign language level as directed by board policy.
- Participate in MSDBs mentoring program for a minimum of the first two years of employment.
- Participate in professional development activities throughout the year as indicated by the principal.
- Participate in trainings that focus on educating students who are deaf or hard of hearing and/or have a visual impairment.
- Attend and participate in department meetings and any other meetings indicated by the principal.
- Other related duties as assigned.
- Detailed Job Description available upon request.

QUALIFICATIONS: High School Diploma or GED required. College coursework and/or workshops in child development and educational methods and/or Para Educator is preferred. MSDB will provide avenues for communication to occur. Must be able to communicate fluently with students needing sign language communication. Knowledge of first aid and CPR techniques and safety precautions is desirable.

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.

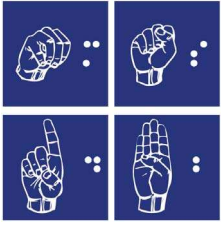
IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security 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 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.

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



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

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, reference checks, fingerprints, background check and TB test. 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