



MONTANA SCHOOL *for the Deaf & the Blind*

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000
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www.msdbmustangs.org

DEPARTMENT:	Education
JOB TITLE:	Educational Interpreter
SUPERVISOR:	Interpreter Specialist/Principal
STARTING SALARY:	\$25.55 – 30.05 per hour (Depending on EIPA Score, Training Program, RID Certification, BEI Certification)
START DATE:	ASAP
LOCATION OF JOB:	Montana School for the Deaf and the Blind, Great Falls MT
STATUS:	Full-Time
POSITION NUMBER:	51307002
BARGAINING UNIT:	MFPE Local #4027
CLOSING DATE:	Open until filled

JOB OVERVIEW:

This position is responsible for facilitating communication between users of English (spoken and/or written) and users of sign language including American Sign Language (ASL) and English-based sign systems. Interpreters provide students who are deaf, hard of hearing, or deafblind with appropriate access to classroom instruction and communication with all school staff and students in the environment so they have an equitable opportunity for academic and social learning. Interpreters also assist students in learning to use an Interpreter (using the "Pyramid of Support" concept), the development of self advocacy skills, and the development of independence across all settings as appropriate.

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. Facilitate Student Learning -- 60%

- Serving as a facilitator of communication between the Deaf and Hard of Hearing (D/hh) students and hearing students, faculty and staff in all school-related settings
- Serving D/hh students using American Sign Language (ASL) or other manual sign systems appropriate for the student and voicing for the D/hh student as needed

- Interpreting and facilitating communication in environments including but not limited to classrooms, lecture halls, auditoriums, assemblies, outdoors, counseling and tutoring sessions, school-related meetings and extra-curricular events
 - Providing information and orientation to D/hh students in emergency situations including but not limited to evacuation drills, lockdowns, medical intervention by nursing staff
 - Monitors students for “back-channeling” or feedback indicating they understand the interpretation and make adjustments if student is struggling
 - Uses the "Pyramid of Support" concept when working with students in providing supports and education on using an interpreter
 - Interprets all instruction related communication including non-captioned videos and discussions
- B. Collaboration with Administrations, Teachers, and the Interpreting Team -- 15%
- Participating in formal and informal team meetings including but not limited to IEP meetings, through oral or written communication regarding communication performances, strategies and/or progress
 - Following supervisor’s directives for each assigned student in compliance with IEP goals
 - Facilitating in-service opportunities for staff regarding the use of interpreting services and providing visual access to D/hh students
 - Partnering with administrators, faculty and staff to gain a clear understanding of the relevant concepts, goals and objectives of lessons to better facilitate interpretation for the D/hh student
 - Interprets MSDB staff meetings, IEP meetings, workshops, conferences, and other events where staff members need interpreting services
- C. Professional Relationships – 10%
- Establishing and maintaining effective and cooperative relationships with those contacted in the course of work
 - Consulting with colleagues and Deaf role models, web-based and other library resources for updated information
 - Maintaining awareness of the local, national and worldwide current events to facilitate effective interpretation to D/hh students in an educational setting
- D. Maintain Ethical Behavior -- 10%
- Complies with NAD/RID Professional Code of Conduct
 - Participates in team-interpreting as appropriate
 - Attends professional development opportunities
 - Works with Interpreting Specialist with job embedded activities
 - Maintains confidentiality and demonstrates good ethics in regards to student/staff interactions
- E. Other duties as assigned -- 5%

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.

This position requires a large amount of time engaging in signing which has been known to lead to repetitive motion injuries such as carpal tunnel.

The position also requires interpreter to travel between MSDB and GFPS sister schools.

Knowledge, Skills and Abilities:

(Required for first day of work)

- This position will require interactions with staff who may have very different and very strong beliefs about the best ways to educate students who are deaf and hard of hearing. The person in this position must be open-minded and respectful regarding different educational philosophies.
- Demonstrated skill with knowledge of American Sign Language (ASL), signed (manual) English systems and fingerspelling
- Ability to interpret for all pre K-12 academic levels
- Ability to establish and maintain effective working relationships with students and staff
- Skill regarding sensitivity to, cultural aspects of deafness and cross-cultural mediation skills and respect for diverse populations
- Ability to understand and carry out oral or written instructions
- Ability to handle stressful situations
- Knowledge of the impact of various experiences in a student's education and understanding of social and emotional experiences in mainstream setting
- Knowledge of language development in students who are deaf, hard of hearing, or deafblind
- Able to use ASL and a variety of English-based sign systems as support when appropriate
- Ability to accept constructive feedback
- Teambuilding skills
- Decision making skills
- Time management skills
- Interpersonal Skills

Minimum qualifications (Education and Experience):

Completion of an Interpreter Training Program and/or RID Certification, BEI Certification and/or EIPA Certification (score of 3.5 within 3 years of hire per MCA) and/or alternative experience or training where proficiency and fluency in interpreting is required and demonstrated. Previous experience in interpreting between English and ASL in an educational interpreting setting is preferred.

Education Preferred

Bachelor's Degree in Interpreting from Accredited Education Institution

Certifications Preferred

EIPA Certification of 4.0 or higher

RID/NIC

BEI

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.

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