



Come Work (*and Play*) in Big Sky Country!

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V
406.205.0016 VP
406.771.6164 FAX
www.msdb.mt.gov

Montana School for the Deaf and the Blind

DEPARTMENT: Cottage – Serving staff of entire agency

JOB TITLE: ASL Mentor for Staff

SUPERVISOR: Dean of Students

DIVISION: Campus

STARTING SALARY: \$15 (no ASLTA certification), \$16.50 (ASLTA Certified), \$18 (ASLTA Master)

START DATE: March 2018

LOCATION OF JOB: Montana School for the Deaf and the Blind, Great Falls MT

SUPPLEMENT REQUIRED: Yes

STATUS: Full Time*

POSITION NUMBER: 51303132

BARGAINING UNIT: UFCW

CLOSING DATE: February 23, 2018 – first file review, Open Until Filled

**This position follows the School and Residential Calendar*

TYPICAL DUTIES:

The purpose of this position is to provide mentoring and instruction to staff to build their ASL knowledge and skills to meet their target level in the Sign Language Proficiency Interview: ASL (SLPI: ASL). Some staff members who have met their target level may meet with the ASL Mentor to continue growing their skills. Preference for scheduling will be given to those who have not met their target level.

- Engaging adult learners in learning American Sign Language (ASL) in classroom style instruction, small group learning, and 1:1 mentoring.
- Engaging adult learners in learning ASL using interactive videoconferencing tools for distance education.
- Provide ASL instruction at the beginning, intermediate, and advanced levels depending on the group of learners or individual learners.
- Design instruction based on the curriculum *ASL at Work* (materials provided) and learners' Sign Language Proficiency Interview (SLPI) scores to facilitate learners' skills improving to a higher level.
- Collaborate with ASL-English Bilingual Specialist, Interpreter Coordinator, Interpreters, and the SLPI team for consistency in curriculum and in specific signs across instruction.
- Maintain regular and close contact with the Deaf community.
- Engage adult learners in attending and participating in Deaf community events.
- Providing instruction may involve weekend and evening work.
- Work with Supervisor to document flexible hours during pay period weeks.
- Work time may include evenings, weekends, and/or split shifts (flexible to meet the needs of staff).
- Other related duties as assigned.
- Detailed Job Description available upon request.

QUALIFICATIONS: Membership and certification in ASLTA preferred. Education and training related to ASL, the Deaf community and its culture is required. Must be able to teach American Sign Language. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of staff members. Ability to follow curriculum.

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: MSDB is a non-smoking environment. There are no authorized smoking areas and smoke breaks are not given. 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.

This position requires interactions with staff who may have very different and very strong beliefs about the best ways to educate students who are deaf or hard of hearing. The person in this position must be open-minded and respectful regarding different educational philosophies. This position requires some amount of time engaging in signing which has been known to lead to repetitive motion injuries such as carpal tunnel.

The successful candidate will be required to have fluent ASL and English skills to communicate with staff. New employees must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview (SLPI). New employees to this position must meet the Target Skill level Standard of "Advanced Plus" on the date of hire.

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.

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