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## Come Work (*and Play*) in Big Sky Country! at the Montana School for the Deaf and the Blind

**DEPARTMENT:** Education

**POSITION TITLE:** Guidance Counselor

**STARTING SALARY:** \$34,261 - \$38,463 (dependent on years of experience and degrees/certification)

**BENEFITS:** Full Insurance Package

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

**STATUS:** Permanent, Full-time

**SUPPLEMENT REQUIRED:** Yes

**POSITION NUMBER:** 51304013

**BARGAINING UNIT:** MEA/MFT

**CLOSING DATE:** first application review – November 1, 2017 then open until filled

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### **TYPICAL DUTIES:**

The purpose of this position is to deliver a comprehensive counseling and guidance program for all students grades preschool through high school in order to support student success.

- Coordinates the guidance and counseling program.
- Develops, coordinates, monitors, and evaluates appropriate and comprehensive counseling and guidance program activities.
- Collects data, including program objectives and activities for an annual report to be submitted to the superintendent and Office of Public Instruction.
- Serves as an IEP team member for individual students with unusual problems that appear to be beyond the scope of the teachers or cottage staff.
- Develops a consistent perception and common understanding of counseling and guidance functions and the role of the school counselor among the education and student services staff.
- Develops a resource file containing the names of individuals and agencies that may provide support for counseling and guidance programs.
- Facilitates school wide communication about the activities of the counseling and guidance program.
- Implements the K-12 school counseling and guidance program curriculum.
- Conducts counseling learning activities in the classroom for each grade level during the year in collaboration with the teaching and cottage staff.
- Consults with and is a resource to teachers and cottage life attendants to facilitate the infusion of counseling content into the regular education curriculum.
- Guides and counsels groups and individuals through the development of educational and career plans.
- Collaborates with staff to assist students with smooth transitions from elementary to middle school.
- Collaborates with the transition coordinator to assist students in making smooth transitions between middle school, high school and post-secondary programs.

- Informs students and families of tests results and their implications for educational/career planning.
- Guides students in updating their high school four-year educational (transition) plans.
- Coordinates career assessments and interprets results to students to assist in their career and educational planning; guides all students to develop educational/career plans through the reaching and/or supervision of career development activities.
- Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students within the capacity of a school counseling program.
- Consults and collaborates with school system specialists such as the principal, dean of students, school psychologists, behavior specialist, and director of health services, and transition coordinator.
- Consults with and refers to community-based resources including psychologists, psychiatrists, physicians, service agencies, and others.
- Reviews the counseling and guidance program annually with the administration and school improvement planning committee.
- Communicates regularly with cottage counselors to establish and maintain comprehensive delivery of services; identifies student needs periodically and uses the results for program planning.
- Establishes a planning calendar for counseling and guidance program activities.
- Designs and implements aspects of a Digital Citizenship program.
- Other duties as assigned.
- Detailed Job Description available upon request.

**QUALIFICATIONS:** A Montana Class 6 Specialist License with a School Counselor endorsement is required. A Master’s degree in school counseling (K-12) or a Master’s degree with an equivalent graduate level school counseling content is required.

Candidate must be willing to learn American Sign Language to the target level of Intermediate for communication with students who are deaf/hard of hearing. Candidates must also be willing to learn about and use accommodations used with students who are blind/visually impaired.

**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind (MSDB) 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.

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**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.

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**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an “Applicant Release Form” must be completed and signed as part of the application.

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. 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.

This position will require travel in and around the Great Falls area to develop relationships to secure future job placement sites for students.

This employee must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview (SLPI). This position must meet the Target Skill level Standard of “No Functional Skills” upon hire with a Target Skill of “Intermediate” preferred.

**TENURE:** Per Collective Bargaining Agreement between the Board of Public Education/MSDB with MEA-MFT Local #4027 (June 30, 2019), licensed employees earn tenure upon acceptance of their fourth consecutive contract.

**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