



Come Work (and Play) in Big Sky Country!

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Montana School for the Deaf and the Blind

DEPARTMENT: Education

JOB TITLE: Paraeducator for Students who are Visually Impaired

SUPERVISOR: Supervising Teacher/Principal

DIVISION: Education

STARTING SALARY: \$11.04 (hourly)

START DATE: August 2018

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

SUPPLEMENT REQUIRED: Yes

STATUS: Permanent, Full-Time

POSITION NUMBER: 51398300

BARGAINING UNIT: MEA-MFT

CLOSING DATE: First application review June 29, 2018, then open until filled.

TYPICAL DUTIES:

The purpose of this job is to assist students identified with a visual impairment in achieving their maximum potential by assisting instructors in carrying out individualized student programming, supporting curricular class work so students can meet Common Core Standards, while providing a safe and pleasant school environment where all of these goals can be achieved.

- Provide classroom support with:
 - Content delivery: carry out teacher-created lesson plans with students in 1:1 or small group settings
 - Materials: copying, enlarging, typing, recording, binding, organizing supplies, sorting/filing, etc.
 - Recordkeeping: help with grading, maintaining datasheets, compiling data, taking attendance, etc.
 - Technology: sets up/assists with specific student programs on computers, iPads, and other assistive devices for the visually-impaired such as brailers, notetakers, enlargement systems
 - Student Management: breakfast program, lunchroom duty, playground duty, bus duty, hall monitoring, escorting students to and from different areas on campus, if assigned to preschool and/or students with additional disabilities may be required to assist with toileting, feeding, dressing and other self-help care items
 - Other duties: cleaning classroom areas, laundry, dishes, decorating for events, etc.
 - Other specific individual student needs – after training- such as assisting ankle and foot orthotics (AFOs), splints, and other adaptive aids, assist with, motor lab activities, job coaching, mainstream support
- 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

- Pursues professional development focusing on education of students with visual impairments
- 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 ParaEducator is preferred. 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: 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 "None" on the date of hire and Target Skill Level Standard of "Survival" within three (3) years 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