

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000 Voice  
406.205.0016 Videophone  
406.771.6164 Fax  
[www.msdb.mt.gov](http://www.msdb.mt.gov)



## COME WORK (*AND PLAY*) IN BIG SKY COUNTRY! AT THE MONTANA SCHOOL FOR THE DEAF AND THE BLIND

**DEPARTMENT:** Education  
**POSITION TITLE:** Substitute Teacher  
**STARTING SALARY:** \$13.93 – \$15.93 depending on training and certification  
**BENEFITS:** none  
**JOB LOCATION:** Montana School for the Deaf and the Blind  
**STATUS:** on-call  
**SUPPLEMENT REQUIRED:** No  
**POSITION NUMBER:** 51398301  
**BARGAINING UNIT:** None  
**CLOSING DATE:** on-going recruitment

---

### TYPICAL DUTIES:

This employee is responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

- Following lesson plans left by the teacher for whom he/she is substituting
- Meeting and instructing assigned classes in the locations and at the times designated.
- Establishing and following good classroom behavior management systems.
- Maintaining a classroom environment conducive to effective learning.
- Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Assisting in upholding and enforcing school rules, regulations and practices
- Cooperating with school personnel.
- Establishing and maintaining cooperative relations with other employees.
- Reporting to the principal or his/her designee at the beginning and end of the school day.
- Complete time sheets and sub logs and submit them at the end of the pay period.
- Other responsibilities as directed by the principal or his/her designee.

### QUALIFICATIONS:

\$15.43 Appropriately Certified in MT for Special Ed. Class 1 or 2 with training to work specifically with students who are deaf, hard of hearing, blind, visually impaired or deafblind

\$14.43 Appropriately Certified in MT in General Ed or Special Ed (Class 1 or 2 with any other endorsements)

\$13.43 Non-certified (Must have high school diploma or GED)

\*\* long term substitutes may qualify for a higher rate of pay depending on the duration of the assignment

Experience with students who are blind, visually impaired, deaf, hard of hearing, or deafblind is preferred. Considerable knowledge of child development, classroom procedures, and play activities, first aid techniques and safety precautions preferred.

Must be able to communicate with staff and students. Signing skills are highly preferred. (If the candidate doesn't have signing skills, they must be able and willing to learn.) Must be willing to learn about and use accommodations for students with visual impairments. Must be reliable and dependable at all times.

---

**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 extending to the entire campus: 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. 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.

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 successful candidate will be required to have or learn basic sign language skills to communicate with deaf and hard of hearing staff and students. 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). Results of the SLPI will determine substitute assignments.

**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>

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