

**Montana Board of Public Education  
Montana School for the Deaf and Blind  
Superintendent Search**

The Montana Board of Public Education is hiring a Superintendent for the Montana School for the Deaf and Blind (MSDB). We're seeking an energetic, creative leader with an understanding of deaf, hard of hearing, blind and visually impaired students and their communities, and experience in strategic planning, change management, accreditation, school finance, and public relations.

**Duties**

MSDB provides comprehensive educational opportunities for Montana's deaf, hard of hearing, blind, and visually impaired children, in order for each child to reach his or her full educational potential. MSDB also serves as a statewide resource center for parents of deaf and blind children, and for school districts and professionals serving students with vision or hearing loss.

The Superintendent administers all programs and functions of MSDB within the guidelines of statutes, policy and rule as prescribed by the Montana Board of Public Education.

The Superintendent:

- provides oversight and guidance to a leadership team and several program areas (Administration, Facility Maintenance, Cottage Life, Education, and Outreach);
- directs the development, implementation, and administration of short and long-range plans and policies for educational, support, and extra-curricular programs;
- manages and develops staff and provides direction on day-to-day school operations;
- prepares and directs management of annual and biannual budgets;
- ensures accreditation is achieved and maintained;
- represents MSDB at public meetings, legislative sessions, and in the media; and
- serves as a voting member of the MSDB Foundation and provides administrative services to the Foundation.

MSDB is a 24-hour residential facility. The Superintendent is required to be available beyond the normal workday. This position also requires occasional travel.

**Competencies**

This position requires a wide range of knowledge, skills, and abilities including:

- knowledge of the laws, rules, and regulations governing special education and school administration;
- knowledge and understanding of the unique needs and culture of the deaf, hard-of-hearing, blind, and visually impaired communities;

- knowledge of current issues and trends in the fields of education of the deaf and education of the blind;
- Knowledge and experience in public administration, public relations, and legislative processes;
- proven skills in leadership, change-management, and strategic planning;
- ability to identify and seek out local, state and national individuals and organizations for ideas and support;
- advanced relationship-building and communication skills of speaking, listening and writing;
- extensive knowledge of personnel and budget management;
- knowledge of management and leadership practices and techniques;
- ability to function under pressure and manage conflicting points of view;
- ability to effectively manage and respond to politically sensitive and controversial issues, and handle public criticism;
- ability to lead employees and contractors via feedback and accountability systems;
- ability to delegate authority appropriately while maintaining accountability;
- possesses basic sign language skills or the ability to learn sign language; and the
- ability to operate a personal computer, general office equipment, and software as necessary to complete essential functions.

### **Education/Experience**

The stated knowledge, skills, and abilities are typically acquired through a master's degree in Education from an accredited college or university. The position requires a Montana Teaching Certificate with an Administrative Endorsement and at least 7 years of teaching and education administration experience. Experience educating deaf, hard-of-hearing, blind, and visually impaired children or young adults is strongly preferred. A Superintendent's endorsement in education is also preferred. Alternative combinations of education and experience may be considered.

### **Additional Materials**

Cover Letter

Resume

3 Letters of recommendation