

Office of Public Instruction  
PO Box 202501, Helena MT 59620-2501  
Human Resource Office, 1227 11th Avenue, Helena, (406) 444-2673  
**Internal/External Job Vacancy Announcement**

**TITLE:** Indian Education Specialist  
**BAND:** 6  
**STATUS:** Full Time Permanent  
**ANNUAL SALARY:** \$49,103  
**CLOSING DATE:** April 6, 2015  
**APPLICATION SUPPLEMENT REQUIRED:** Yes

**POSITION NO:** 351-03316  
**DEPARTMENT:** Office of Public Instruction  
**DIVISION:** Indian Education  
**RETIREMENT:** TRS  
**LOCATION:** Helena, Montana  
**UNION:** MPEA  
**START DATE IF DIFFERENT:** June 1, 2015

**INSTRUCTIONS FOR APPLYING:** Only the information you submit on your resume will be reviewed to determine if you meet the qualifications. **The State of Montana Careers system application will not be considered in this process.**

**To apply for this position you must attach the required information as separate documents. Materials not requested in this vacancy announcement will not be considered. Required materials must be received or postmarked by midnight (Mountain Standard Time) on the closing date in order to be considered.**

**Your resume must include the following information:**

- All relevant work history, listing employment in chronological order in a month/year format with the most recent job first.
- Include supervisor's name and phone number for each job.
- Detailed description of the duties for each job and the reason why you separated.

**Applicants claiming employment preference are required to provide proper documentation, i.e. Vet Preference (DD214), Disabled Vet document from U.S. Veterans Administration certifying service connected disability or purple heart medal, disabled (DPHHS Disability Certification), by the closing date. The State of Montana Careers system will generate an email with instructions on how to submit preference documents.**

**IF YOU ARE VIEWING THIS JOB VACANCY ANNOUNCEMENT FROM OUTSIDE. THE STATE OF MONTANA CAREERS SYSTEM, YOU MAY ACCESS THE SYSTEM WITH THIS LINK:** <http://statecareers.mt.gov/>.

**ADDITIONAL SALARY INFORMATION:** Full-time employees earn 15 vacation days, 12 sick days, state holidays, health and dental benefits and life insurance. They also receive access to a defined benefit - contribution retirement. For more information see Salary and Benefits at <http://mt.gov/statejobs/salary.mcp.x>.

*"It is our mission to advocate, communicate, educate and be accountable to those we serve."*

**This is a TRS Retirement position.** Procedures to be used in evaluating an applicant's qualifications may include, but not limited to, a resume, supplemental questions, an oral interview, presentation, and reference checks.

If accommodation for disability is needed during the application or interview processes please contact the OPI Human Resource Office at (406) 444-2673 or [opipersonnel@mt.gov](mailto:opipersonnel@mt.gov).

The Montana Office of Public Instruction is an equal opportunity employer. Women (and/or) minorities are under-represented in this position and are encouraged to apply. Applicants must be eligible to work in the United States.

**GENERAL DESCRIPTION OF DUTIES:** The Division of Indian Education provides leadership, direction, supervision and administration for programs in K-12 education related to Indian education in Montana. This position has responsibility for curriculum and resource development, statewide professional development and technical assistance for implementing Indian Education for All AND Indian student achievement goals, including grant management/pilot project oversight and partnerships. This position requires both daytime and overnight travel.

**COMPETENCIES:** Knowledge, skills and abilities in the field of Indian Education. Considerable knowledge of theory, principles and practices in educational and program administration. Demonstrated skills in designing and implementing professional development/training opportunities for K-12 instructional/administrative staff on topics related to Indian Education. Ability to establish and maintain effective working relationships with a diverse group of professionals; to communicate effectively with others using verbal and written skills.

**EDUCATION AND EXPERIENCE:** Minimum of a Bachelor's degree in education or related field. Two years experience in a related field, preferably administrative and/or teaching experience that incorporates Indian Education for All or Indian student achievement.

**SUPPLEMENTAL QUESTIONS:** The supplemental question(s) gives you an opportunity to present more complete and specific details regarding your qualifications for this position. **Supplemental questions are evaluated on their own merit without referring to your resume** so it is important to provide specific information regarding names of employers, dates, job titles, etc. Your position title, position number and your name should be listed on each page. The suggested response is a minimum of ½ a page, but no more than 2 pages per question.

**Once you have answered the following supplemental question, you must attach your responses along with your resume.**

1. Please describe the following:
  - a. Your background and pertinent experience in implementing Indian Education for All AND/OR in efforts to close the achievement gap for American Indian students.
  - b. Any post-secondary coursework AND/OR additional training you have received in regards to American Indians, Indian education, school improvement work or other related topics.

- c. Any experience in working with the P-20 Indian Education community in the country or state, including number of years.