

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

**TITLE:** School Climate Transformation (SCT) Coordinator  
**BAND:** 6  
**STATUS:** Permanent, Full Time  
**ANNUAL SALARY:** \$49,103  
**CLOSING DATE:** March 20, 2015  
**APPLICATION SUPPLEMENT REQUIRED:** Yes

**POSITION NO.:** 351-03401  
**DEPARTMENT:** Office of Public Instruction  
**DIVISION:** Special Education  
**LOCATION:** Helena, Montana  
**RETIREMENT:** TRS  
**UNION:** MPEA

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**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>.

**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, skills based testing 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 Office of Public Instruction (OPI) is recruiting for a full-time Coordinator for the School Climate Transformation Grant, Professional Development Unit, with the Division of Special Education. This position exercises leadership within the OPI through interaction technical assistance and professional development linked to the Montana Behavioral Initiative (MBI) process of positive behavior interventions and support for local education agencies (LEAs), state-operated programs, other high-tiered facilities and other appropriate agencies. This position provides technical assistance and professional development which relies upon knowledge of positive behavior interventions and supports, gathering and analyzing data regarding positive behavior interventions and supports.

This position works collaboratively with other division specialists in carrying out duties and responsibilities and other division-directed programs, functions and processes. This position works to maintain ongoing relationships with other state agencies to enhance the success of all students.

Primary responsibilities of this position are to:

- Lead Montana's School Climate Transformation (SCT) following the action plan, timeline and logic model for the project;
- Coordinate training and technical assistance for designated local education agencies to ensure implementation of the model of the Montana Behavioral Initiative;
- Oversee grant budgets and expenditures;
- Collect data from identified local education agencies as needed to monitor progress of grant goals and for federal reporting requirements;
- Work to sustain MBI in schools with high populations of American Indian students.

**QUALIFICATIONS:** Experience and knowledge of positive behavior interventions and supports, school mental health, special education and school climate initiatives. Some travel is required for this position.

**EDUCATION AND EXPERIENCE:** This position requires a minimum of a Bachelor's degree with significant (more than 5 years) experience in education and application of educational leadership, professional development, instructional practices, or related areas. Preference will be given to candidates holding a Master's degree in Education, Educational Leadership, Psychology or Social work with two years' experience working in education and mental health or a related field. A thorough knowledge of general grant management principles with emphasis on establishing programmatic objectives and fiscal management and budgeting practices is preferred. Preference will also be given to those candidates that have an extensive knowledge of the Montana Behavioral Initiative (MBI) and evaluation tools, implementation process and fidelity measures for MBI.

**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 questions, you must attach your responses along with your resume.**

1. Describe your experience and training related to grants management. Please describe the components of the grant writing and grant management process and indicate the length of time you have been doing this work.
2. List any professional development activities regarding a multi-behavioral framework and/or MBI/PBIS that you have created for teachers, administrators, school mental health staff, support staff, parents and others that describe the scope of the presentations, your role in the activity, and the outcomes of the activities, with whom you collaborated and any adaptations you considered for future presentations. Please indicate the length of time you have been doing this work.