

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

**TITLE:** Adult Basic and Literacy Education State Director

**Pay Band:** 6

**STATUS:** Permanent/Full-Time

**SALARY:** \$36,618/yr Entry - \$45,772/yr Market, plus benefits

**CLOSING DATE:** **JUNE 19, 2006** **EXTENDED TO JUNE 26, 2006!!!**

**APPLICATION SUPPLEMENT REQUIRED:** Yes

**POSITION NO:** 351-00023

**DEPARTMENT:** Education Services

**DIVISION:** Career, Technical and Adult Education

**LOCATION:** Office of Public Instruction – Helena, MT

**UNION:** MPEA

**START DATE:** Negotiable

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**APPLICANTS:** An electronic copy of the State of Montana Employment Application may be obtained from <http://www.mt.gov/statejobs/application.asp>

**PLEASE POST:** The Office of Public Instruction is recruiting for a **State Director for Adult Basic and Literacy Education**. Applicants may apply by completing a state application form. If accommodation for a disability is needed during the application or examination process, contact the recruiter identified or OPI Personnel Office.

**GENERAL DESCRIPTION OF DUTIES:** This position exercises leadership and general supervision under applicable laws, rules and regulations in the area of Adult Basic and Literacy Education to the education communities, agencies and citizens of Montana within broad guidance and direction established by the Office of Public Instruction. These services include technical assistance of both a general and a specific nature which relies upon knowledge of effective schools research, successful instructional designs and classroom implementation, innovative curriculum and assessment development, national standards and assessment processes, and the appropriate integration of technology into all disciplines. The specialist is responsible for conducting professional development training for teachers and program directors and site monitors in **ABLE** programs. This position is also responsible for managing federal and state grants, managing compliance requirements to local education agencies, facilitating program improvement, providing assistance in the development and integration of technology, welfare-to-work and standards development.

**GENERAL QUALIFICATIONS:** Must have demonstrated abilities and knowledge of current educational practices related to adult basic education, adult literacy, ESL, family literacy and workforce development. Must have demonstrated knowledge of current and appropriate educational technologies. Must also have the ability to establish and maintain effective working relationships with a diverse group of professionals and the ability to communicate effectively with others using verbal

and written skills. This position also requires a working knowledge of applicable state and federal laws and regulations relative to public education and adult basic education. Must also have the ability to access, retrieve, evaluate, and disseminate information and databases using electronic programs and networks.

**EDUCATION AND EXPERIENCE:** Ideally the qualifications for this position will have been gained from a combination of formal education (Masters Degree preferred), practical work and/or administrative experience in adult education. The knowledge, skills and abilities required to perform the duties of this position can be acquired through secondary education, post secondary education, and/or experience in an administrative or teaching position in adult education.

**APPLICATION AND SELECTION PROCESS:** Procedures to be used in evaluating an applicant's qualifications may include, but are not limited to, the Montana state application form, the application supplement, a structured oral interview and reference checks.

All applicants must submit a completed and signed State of Montana application form. All applicants claiming veteran's preference must submit certification at the time of the oral interview.

The Office of Public Instruction is an equal opportunity employer. Inquiries about this position may be made to the Personnel Office of the Office of Public Instruction at (406) 444-2673.

## **APPLICATION SUPPLEMENT**

Please answer the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Responses should be clear and concise and specifically address each supplemental question. Please type and number your responses for each of the four questions. Do not substitute a resume or any other material for your responses. The combination of information on the employment application and this supplement will be used to evaluate how each applicant meets the requirements for this position and who will be interviewed. Your written communication skills will also be appraised. Your responses to these questions will be evaluated on their own merit, without referring to the rest of your application. If the supplemental questions ask about your experience, please provide the information requested even if it duplicates what you've provided in your application.

## **SUPPLEMENTAL QUESTIONS**

1. Describe your experiences in education/administration and working with students, faculty, administrators and others in adult basic education, adult literacy, family literacy and workforce development.
2. Explain why your experiences, interests, and expertise are a good match for this position.
3. Developing positive work relationships, both internal and external to the professional work setting, is often critical for success. Please describe your experience building such relationships and how these relationships have contributed to your professional success.