



**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

***Job opening/closing dates will be listed in the Bozeman Daily Chronicle and/or OPI website.
Unsolicited applications will not be accepted.***

The following application materials must be submitted to be considered for advertised openings:

1. A completed application form.
2. A cover letter addressing qualifications and experience.
3. A résumé showing your professional skills, educational training, work history, relevant personal skills, and contact information for three professional references who have not submitted a letter of recommendation.
4. Three current letters of professional recommendation not identified elsewhere in application materials.
5. Copy of transcripts.
6. VETERANS ONLY: Affirmative Action Information (Employment Preference Form) will be kept separate and apart from the application during the screening process.

Mail or Email application materials to: Theresa Keel, Superintendent, Gallatin Gateway School or emailed to keel@gallatingatewayschool.com.

- Applications and supporting materials will not be returned.
- Background checks will be performed on all finalists.

Equal Opportunity Employer The Gallatin Gateway School District prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Authorization to Release Employment Records If employed by the school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.

A District committee will screen all applications and select applicants to be interviewed in the near future. Applicants selected for interviews will be notified by mail, email, or telephone. Thank you for considering Gallatin Gateway School District as a potential employer.

District Clerk Employment Application

Name _____ Phone _____

Address _____

Email Address: _____

Are you legally eligible for employment in the U.S.? Yes _____ No _____

Have you been previously employed by us? No _____ Yes _____ When? _____

Record of Education

College or University	Location (City & State)	Dates Attended	Graduation (Date & Degree)

Past and Present Employment

(Begin with most recent & attach additional pages as necessary)

School/Business	Supervisor	Phone	Dates of Employment	Reason for Leaving

Personal References

(Please list three not identified elsewhere in application materials)

Name	Relationship	Phone(s)	Email

All statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact or altering this application form may result in refusal of or separation from employment.

Applicant's Signature _____ Date _____

EMPLOYMENT PREFERENCE FORM

(Optional for Veterans Only)

Name _____ Social Security Number _____

Position Applied For _____

To claim preference under the Montana Veterans' Employment Preference Act, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference. This information will be kept confidential and will only be used during the hiring process to provide the applicant employment preference. Applicants hired by the district will have this information placed in a separate confidential file.

1. Veterans' Employment Preference provides the addition of 5% points or 10% points to the applicant's score when a numerically scored selection procedure is used. Whenever a public employer uses a selection procedure other than a scored procedure, the public employer shall give preference to a disabled veteran, eligible relative, or veteran, in that order, over any no preferred applicant holding substantially equal qualifications.

2. To claim Veterans' Employment Preference you must be a U.S. Citizen and (check one of the boxes below):

A Veteran, if

1. you have been separated under honorable conditions,
AND

2. you have served more than 180 consecutive days of active duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard (not including National Guard or Reserves) or a member of the reserves who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

A Disabled Veteran, if

1. you have been separated under honorable conditions from active duty,
AND

2. you have an established Armed Forces service-connected disability OR are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, OR you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The unremarried surviving spouse of a veteran or disabled veteran.

The mother of a veteran, if

1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability,
AND

2. YOUR SPOUSE is totally and permanently disabled, OR YOU are the unremarried widow of the father of the veteran.

3. In the box below, check the attachment you have included to document the preference request.

DD-214

Other

SIGNATURE: _____ DATE SIGNED: _____

DISTRICT CLERK

REPORTS TO: Board of Trustees

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The District Clerk shall will provide care and custody of all records and documents of the Board to ensure lawful operation of the school district. In addition, the District Clerk shall include Business Manager, payroll, food service, and transportation duties and shall serve as the chief financial officer of the District. The District Clerk is to provide the most efficient services to support the educational objectives of the School District and derives maximum benefits from prudent expenditure of district funding following established state laws and regulations. To accomplish these tasks, the District Clerk must work closely with the administration and Board of Trustees to support the philosophy and mission of the Gallatin Gateway School District.

DISTRICT CLERK ESSENTIAL FUNCTIONS:

- Attend all meetings of the Board of Trustees, unless excused by the Board Chair.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees and its committees, as requested.
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.
- Responsible for the preparation and posting of all public notices for School Board.
- Assists in preparation of Board packets and responsible for distribution of board packets to the Board of Trustees and ensures packets are available to the public.
- Serves as Election Administrator for the District and is responsible for all duties as assigned by the Trustees as it relates to elections and in accordance with 20-20-401, MCA and the school elections handbook as supplied by Montana Office of Public Instruction.
- Update and maintain school board, budget, and employee resources of the district website.
- Coordinates hiring process procedures in conjunction with the Superintendent.
- Responsible for preparation, advertisement, and dissemination of district employment openings.
- Assists applicants with completing the application for employment packet as needed.
- Assists with new employee and trustee orientation as necessary.
- Assists Superintendent with the coordination and scheduling of annual employee training.
- Assists the Board in the development and review of District policies, including job descriptions and board procedures.

BUSINESS MANAGER ESSENTIAL FUNCTIONS:

- Serves as the chief financial officer of the District.
- Informs the Superintendent and Board of Trustees of the business operations of the District.
- Reconciles all funds monthly with County Treasurer.
- Generates timely financial statements and other financial reports as necessary for the district, state, and county reporting, or upon request of the Board of Trustees and/or Superintendent.
- Maintains detailed and accurate records of accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures, payroll, and student activity fund.
- Prepares invoices as needed and maintains records of paid/unpaid invoices and purchase orders.
- Responsible for budget preparation.
- Establishes and applies fiscal and budgetary controls and procedures.
- Establishes procedures for purchasing in accordance with Board policy.

- Responsible for preparation, advertisement, and dissemination of bid documents.
- Responsible for preparation and communication regarding annual district audit.

PAYROLL ESSENTIAL FUNCTIONS:

- Prepares employment contracts for signature.
- Responds to questions regarding employee benefits, credentials, pre-employment testing, fingerprinting, and other terms and conditions of employment.
- Establishes procedures for monthly time card submittal and processing.
- Processes payroll data for all School District employees and prepares payroll checks for distribution.
- Maintains up-to-date files of all payroll information.
- Responsible for production and dissemination of employment forms, including but not limited to retirement, health insurance, flexible benefits, and W-2's.
- Responsible for processing payroll functions for retirements and employment terminations.
- Provides personnel management data to the superintendent as requested to include tenure status, sick leave records, contracted salaries, retirement and earning records, group insurance plan data, flex plan, substitute and part-time employees.
- Communicates with governmental agencies, labor organization, TRS, and PERS to provide information.
- Responsible for overseeing employee benefits programs.
- Assists with negotiations and administration of all negotiated contracts under the direction of the Board of Trustees and/or Superintendent.

FOOD SERVICE PROGRAM SUPERVISOR ESSENTIAL FUNCTIONS:

- Oversee the daily operation of the District's food services program.
- Monitor the Federal Free and Reduced Lunch Program in accordance with federal requirements.
- Provide training to food service staff in the area of sanitation.
- Supervise and evaluate the food service employees including cook and assistant cook.
- Conduct periodic meetings with food service personnel.
- Evaluate meal costs and make recommendations.
- Make recommendations for updating and purchasing new kitchen equipment and for repairs.
- Complete annual and monthly reporting to OPI for purposes of the school food service program administration
- Administer the school meal program guidelines set forth by USDA to determine eligibility for free and reduced-priced meals and ensure accuracy of the eligibility determinations through the verification process established by OPI.
- Responsible for notifying families about the availability of the free and reduced-priced meal program and eligibility determinations.
- Maintain current and accurate meal accounting and meal account balances; periodically notify families and staff of account balances.
- Collaborate with Superintendent, Kitchen Manager, and others as necessary to establish and execute meal-time procedures.
- Acts as the cashier for meal times as deemed necessary by Superintendent.
- Responsible for supervision and oversight of the cafeteria during meal times as assigned by Superintendent.
- Collaborate with Superintendent and Kitchen Manager to analyze the food service program financial data, ensure the fiscal stability of the food service program, and make recommendations to Superintendent and Board for program changes as needed.

TRANSPORTATION PROGRAM SUPERVISOR ESSENTIAL FUNCTIONS:

- Develop and implement a pupil transportation program in accordance with Board policy and state and federal law.
- Responsible for the recruitment, screening and recommendation for hire of bus drivers.
- Supervise and evaluate district bus drivers.

- Maintain and oversee personnel records and submit time cards for purposes of payroll.
- Conduct periodic meetings with and provide training to transportation personnel.
- Comply with Board policies, rules, regulations, and directives.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing new transportation.
- Assist law enforcement in the investigation of all accidents as requested.
- Oversee the District's transportation budget.
- Complete reporting and claim reimbursement requirements to OPI for purposes of the pupil transportation program administration
- Collaborate with the Superintendent to analyze the transportation program financial data, ensure the fiscal stability of the transportation program, and make recommendations to Superintendent and Board as needed.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing buses.

ESSENTIAL FUNCTIONS - ADULT EDUCATION PROGRAM SUPERVISOR

- Responsible for the overall direction, coordination, and evaluation of the Adult Education program.
- Recruit, interview, and recommend for hire Adult Education Director.
- Supervise and evaluate the Adult Education Director.
- Coordinate with the Adult Education Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Monitor the fiscal progress of the Adult Education program and provide budgetary oversight.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with Adult Education Director to refine program offerings and overall program improvement.

ESSENTIAL FUNCTIONS - MAINTENANCE SUPERVISOR

- Plan, schedule, and direct the work of assigned maintenance personnel.
- Schedule and coordinate maintenance and repair of buildings, equipment and other District property.
- Maintain current and accurate records of maintenance operations, including time spent, resources utilized and total costs experienced by the District.
- Recommend repairs, refurbishing needs and new equipment purchases and obtains estimates of equipment, materials, and labor costs.
- Oversee the maintenance budget.
- Perform minor repairs and emergency maintenance and cleaning.
- Keep operational records and prepare routine reports.
- Acts as the EPA AHERA Compliance Coordinator for the District.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Hold a Bachelor's degree with a major in accounting, business, finance, or related field.
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Holds a valid First Aid and CPR/AED certification card.
- Knowledge of finance and budgeting principles.
- Strong leadership and communication skills.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiency in software programs including, MS Office Suite, Google Suite, Black Mountain Software, and Powerschool. Perform variety of duties involving the use of independent judgment, accuracy, and efficiency.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to type 50 words per minute.
- Able to receive and give information over the telephone or in person in a courteous manner.

- Ability to handle a variety of personal communication with tact, diplomacy, and discretion.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to establish and maintain effective working relationships with students, community, and staff.
- Able to perform duties with awareness of District policies and procedures.
- Ability to understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively prioritize time and responsibilities.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Computer, calculator, adding machine, copier, telephone/voice mail, fax, email, website, digital camera, postal machine, scanner and projector.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit for long periods; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/ motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: February 11, 2003

Revised on: March 13, 2019, August 26, 2019