



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

***Job openings/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:

- A completed application form.
- A cover letter addressing qualifications and experience.
- 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.
- VETERANS ONLY: Affirmative Action Information (Employment Preference Form) will be kept separate and apart from the application during the screening process

**Mail application materials to:**

Gallatin Gateway School, Attn: Travis Anderson, PO Box 265, Gallatin Gateway, MT 59730

- 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.

**Proof of Employability** Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice.

**Authorization to Release Employment Records** If employed by a 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.

**Criminal Background Investigations** Any finalist recommended to be employed in a paid position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint based criminal background investigation conducted by the appropriate law enforcement agency. Any offer of employment or appointment will be contingent on results of the fingerprint based criminal background investigation. Employment in the District will not begin until a favorable result of the criminal background investigation has been received by the District. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent and/or Board shall keep all criminal record information confidential as required by law.

***The appropriate District personnel 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.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Adult/Community Education Director 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 Gallatin Gateway School? 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)*

Company	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: \_\_\_\_\_

# ADULT/COMMUNITY EDUCATION DIRECTOR

**REPORTS TO:** Superintendent

## **ESSENTIAL FUNCTIONS:**

Survey and analyze ongoing community and adult education needs within the District.

Develop, manage, and evaluate effectiveness of the community and adult education program.

Establish and maintain processes and procedures for the community and adult education program such as participant registration, course evaluation, and payroll forms.

Recruit and coordinate instructors, courses, and course schedules.

Supervise the adult and community education instructors.

Promote and advertise the Adult Education program in coordination with other District staff (i.e. Administrative Secretary, Superintendent and Business Manager) utilizing multiple marketing strategies and platforms.

Schedule marketing campaigns to allow a maximum amount of notice to community.

Set course and material fees that balance financial viability of the community and adult education program with community participation.

Operate community and adult education program within budgetary parameters established by the District.

Participate in professional development activities designed to improve adult/community education.

Attend Board meetings as requested by Superintendent and/or Board of Trustees.

Submit quarterly participation and financial reports to the Superintendent.

Ensure campus security during community and adult education events.

Supervise the granting and distribution of certificates and diplomas as applicable.

Submit purchase orders for materials and equipment, as needed to the Superintendent.

Network and collaborate with community organizations/events and other districts regarding community and adult education program.

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

## **DESIRED MINIMUM QUALIFICATIONS:**

Administrative or management experience preferred.

Ability to read, analyze, and interpret general business correspondence.

Ability to write reports and business correspondence.

Ability to effectively present information and respond in a timely manner to questions from the general public.

Ability to communicate clearly and concisely in both oral and written form.

Ability to establish and maintain effective working relationships and collaborate with students, staff, and the community.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Ability to effectively work independently with minimal supervision.

Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

Demonstrate leadership and general knowledge of the challenges facing adult and community education.

**EQUIPMENT USED:**

Computer, overhead projector, calculator, copier, telephone/voice mail, fax.

**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 employee frequently will work irregular or extended hours while performing the duties of this job.

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; occasionally walk and stand. 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.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently 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.*

**History**

Approved on: May 11, 2004

Revised on: November 14, 2018