



**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 _____

Athletic 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: _____

ATHLETIC DIRECTOR

REPORTS TO: Superintendent

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 Athletic Director manages and oversees the district's athletic programs. Ensures that the athletic programs operate in an efficient manner and assists the Superintendent in selecting, assigning, and evaluating all coaching staff.

ESSENTIAL FUNCTIONS:

- Promotes & bolsters the athletic program.
- Supervise coaching staff.
- Assist Superintendent in selecting, assigning, and evaluating all coaching personnel.
- Assist Superintendent to make recommendations for coaching hires to the Board.
- Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- Makes recommendations to the Superintendent for any updates or revisions to the District's Athletic Handbook or other participation paperwork or requirements.
- Responsible for supervision and records of athletic handbook, including physicals, academic contracts, insurance, participation, and chemical use.
- Attend Booster Club meetings and events as a representative of the District.
- Assumes leadership role in the orientation and in-service training of coaching personnel.
- Represents the School District in matters of interscholastic athletics.
- Responsible for coordinating facility use with District office for district athletic events and practices.
- Responsible for building security for athletic events.
- Assists and coordinates supervision at home athletic contests.
- Responsible for the organization and scheduling of athletic events and event officials to include attendance at regional scheduling meetings.
- Communicates schedules, building use, and student eligibility with Superintendent.
- Supervises transportation for away contests including verification of approved drivers and student permission forms.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations in athletics.
- Establishes and enforces the physical, academic, and training requirements of eligibility for participation.
- Evaluate all athletic programs on an annual basis and make recommendations for improvement to the Superintendent.
- Secure game workers for home athletic contests such as announcers, clock operators, scorekeepers, line judges, etc.
- Maintain First Aid, CPR/AED, and concussion training records for all coaches.
- Mediate the resolution of problems, issues, concerns, and conflict that may arise between coaches and other associated with the athletic program, including athletes, parents, and other teams.
- Order post season awards for each athletic program and schedule banquets and/or assemblies to recognize athletes.
- Maintain and track all athletic program performance records.
- Coordinate with photographer for team and individual photos for athletes and the yearbook.
- Hold coaches meetings as well as family meetings before each season to share information about sportsmanship and coach/player/parent expectations.
- Develop an effective system of inventory for athletic supplies, equipment, and uniforms.
- Communicate athletic program needs to the Superintendent as needed.
- Model non discriminatory practices in all activities.

- Model good sportsmanship and enforces sportsmanlike behavior among the coaches and student athletes at all times.
- React to change productively and handle all other tasks as assigned.

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

DESIRED MINIMUM QUALIFICATIONS:

- Experience and/or education in regards to athletics and/or program management. MHSA knowledge encouraged.
- Valid First Aid, CPR/AED Certification- child and adult
- Complete annual concussion training.
- Experience as a teacher and/or coach.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships 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.
- Must be able to work closely with co-workers and set a positive example for students.
- Ability to perform duties with awareness of all District procedures, philosophies, and policies.
- Ability to use good judgement and effective problem-solving skills.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, scoring equipment, stopwatch.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job. The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

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.*

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.