



**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 teaching 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.
- Three current letters of professional recommendation not identified elsewhere in application materials.
- Copy of Montana Educator K-12 School Counselor license (and K-8 License, if applicable) - *preference will be given to applicants who also possess K-8 teaching license or other Montana teacher certification.*
- Copy of unofficial transcripts- *official transcripts must be provided upon employment offer.*
- Answer the following questions on a separate sheet that is attached to your application:
 1. What contribution do you feel you can make to Gallatin Gateway School District?
 2. How can you meet the needs of students in a K-8 school?
- 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: Theresa Keel, 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 _____

School Counselor Employment Application

Name _____ Phone _____

Address _____

Email Address: _____

Position(s) requested _____

Montana Educator Licensure Type _____ SEID Number _____ Exp. Date _____

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)

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: XXX-XX _____

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.

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

- DD-214
- Other

SIGNATURE: _____ DATE SIGNED: _____

GUIDANCE COUNSELOR

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 Guidance Counselor conducts counseling of individual students and student groups regarding behavioral, social, emotional and educational goals. The Counselor also serves as the School 504 Case Manager and School Homeless Liaison.

ESSENTIAL FUNCTIONS, Guidance Counselor:

- Assists students who are showing signs of having educational and behavioral difficulties in addition to attendance.
- Participates in Student Intervention Team meetings as needed.
- Consults with the teaching staff to facilitate counseling activities into the regular educational program.
- Consults with teachers, other educational staff, and parents regarding the developmental needs of students.
- Makes appropriate referrals of students to school and community programs.
- Monitors student attendance and communicates with families with excessive absences/tardies according to the school procedures.
- Serves as the District's Title IX Coordinator and Title VII Coordinator.
- Posts Montana's *Missing Children* report monthly according to MCA 44-2-506(2).
- Monitors Montana *sexual and violent offender registry* and notifies parents according to Gallatin Gateway School Policy.
- Presents instructional/informational programs to groups of students, parents, and teachers (e.g., parent education programs, group guidance, teacher in-service)
- Guides and monitors the integration of Montana Behavioral Initiative (MBI), Second Step, Steps to Respect and other guidance activities into the curriculum at each grade level.
- Works well with other staff members and collaborates with other teachers to benefit students
- Complies with Board policies, rules, regulations, and directives.
- Provides orientation to new students regarding the District's educational opportunities.

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

DESIRED MINIMUM QUALIFICATIONS:

- At least three years of appropriately certified teacher or counseling experience in addition to completion of a college-approved guidance K-12 major or minor.
- Ability to write routine reports and correspondence and newsletter articles.
- Ability to effectively communicate, orally and in writing, with students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to read and analyze general counseling periodicals and professional journals.
- Ability to solve problems in a practical and workable manner.
- Ability to use age-appropriate language and accompanying techniques in one-on-one settings as well as group settings.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

- Knowledge of the Montana Behavioral Initiative (MBI) and other behavior programs.
- Knowledge of anti-bullying and violence prevention programs.

EQUIPMENT USED:

Calculator, computer, copy machine, fax machine, telephone/voice mail, two-way radio, email, website, and digital camera.

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

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: February 11, 2003

Revised on: May 9, 2011, May 15, 2019