



**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 Montana Educator License and copy of transcripts.
6. Briefly answer the following questions and attach to your application:
 - a. Please describe your leadership and management style in regard to: a) teacher supervision/mentoring/evaluation, b) student relations & disciplinary philosophy, c) team building & collaboration, d) community relations, e) parent relations, and f) attention to operational details.
 - b. Tell us about your experience with meeting the differing skill levels of all students in the K-8 environment. Specifically, share your experience with programs and how you've integrated them into the curriculum across all grade levels.
7. 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: Matthew Henry, Gallatin County Superintendent of Schools, 311 West Main, Room 107, Bozeman, MT 59715 or emailed to superintendentofschools@gallatin.mt.gov (faxed packets will not be accepted).

- Applications must be received by Matthew Henry, Gallatin County Superintendent of Schools, on the stated closing date.
- 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.

Superintendent Employment Application

Name _____ Phone _____

Address _____

Email Address: _____

Position(s) requested _____

Montana Educator Licensure Type _____ SEID _____ 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 & 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 SUPERINTENDENT

REPORTS TO: Board of Trustees

Summary

The superintendent shall have responsibility for and charge of the administration of the school under the direction of the Board of Trustees and consistent with the laws of Montana. He/she shall be the chief executive officer of the District; shall assign and direct teachers and other employees of the school district under his/her supervision within the scope of the Board's policies and strategic plan for the District; shall organize, reorganize and/or arrange the administrative and supervisory staff relative to both instruction and business affairs as best serves the district, subject to approval of the Board; shall appoint all personnel subject to the approval of the Board; shall suggest regulations, rules, procedures and policies deemed necessary for the effective operation of the District; shall perform all duties attendant to the office of the Superintendent; and shall perform such other professional duties as may be prescribed by the Board of Trustees.

The Superintendent will also have the duties of School Principal and supervisory responsibilities required for Curriculum and Education, Special Education. These duties and responsibilities are listed individually below.

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

ESSENTIAL FUNCTIONS-SUPERINTENDENT

- Attend Board Meetings.
- Establish and present items for consideration by the Board of Trustees in collaboration with the District Clerk/Business Manager, Board Chair and Board Vice-Chair. Respond to inquiries from the Board before, during and after the regular monthly school board meeting.
- Keep the Board informed through sharing timely and accurate information.
- Review policies with Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.
- Collaboratively lead the Board, staff and community in implementing and monitoring progress of the District strategic planning process, developing district-wide goals, annual objectives, and problem solving.
- Recommend policy and program decisions to the Board and develop procedures to implement Board Policy.
- Provide leadership for the continuous improvement process for program evaluation, student performance and staff accountability.
- Ensure the interpretation and communication of Board decisions and requests to staff.
- Ensure the efficient management of the District's day-to-day operations.
- Ensure compliance with appropriate State and Federal Constitutional and statutory rules and regulations.
- Interview candidates for positions of employment and make hiring recommendations to the Board of Trustees.
- Respond to staff and community regarding questions or problems about District operations.
- Model leadership that embraces respectful listening and consensus building with a variety of community groups.
- Understand, effectively articulate, and strongly advocate for District resources at the local, state and federal level.
- Serve as advisor to Board during collective bargaining between District and Gallatin Gateway Teachers Association.
- Work with staff to prepare yearly budget requests and monitor spending to conform to budget restrictions.
- Supervise purchasing and allocation of equipment.

- Analyze financial condition of the District, oversee the preparation of the annual budget and proposes budget item priorities and long-range financial needs to maintain a financially sound district.
- Ensure adherence to Board policy in dealing with employer/employee issues and for dealing with concerns and complaints from the public.
- Attend and participate in various Board committee meetings and organizational meetings inside and outside the district.
- Keep community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.
- Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the county superintendent.
- Enforce compulsory attendance laws, and has authority to suspend any student for good cause.
- Make recommendations to the Board regarding employment, promotion, nonrenewal, or cessation of employment.

ESSENTIAL FUNCTIONS - SCHOOL PRINCIPAL DUTIES

- Develop and recommend course of instruction and submit textbook selections to the Board for approval.
- Administer quality educational program within the guidelines and standards developed by the Board and the Office of Public Instruction.
- Maintain a visible presence inside and outside the building to enforce safety and security standards for students and staff.
- Monitor classroom instruction and complete fair and accurate performance evaluations for teachers and professional staff.
- Supervise, oversee, and evaluate performance of classified employees to maintain quality support services.
- Responsible for the control and discipline of students.
- Hold frequent meetings and conferences with teachers, students, and parents to deal with educational and disciplinary problems.
- Act as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.
- Make recommendations to the Board for the annual school calendar.
- Prepare class schedules and staff work schedules.
- Ensure the district benefits from appropriate professional development activities.

ESSENTIAL FUNCTIONS - CURRICULUM AND INSTRUCTION

- Commit to continued professional development.
- Orientation of new staff members.
- Lead the development, organization, implementation, coordination, and evaluation of grades K- 8 instructional programs to ensure all students meet and exceed the State Core Curriculum Content Standards.
- Provide opportunities for effective staff development that address the needs of the instructional program, including workshops, conferences, visitations, demonstration lessons and sessions.
- Provide leadership and coordination in the development of curriculum and the implementation of instructional programs of the district.
- Conduct meetings as necessary to keep staff informed and seek ideas for improvement of instruction and ensure proper functioning of the instructional programs.
- Responsible for planning, coordinating and monitoring of curriculum development, program evaluation and financial management.
- Assist in setting grade level goals and objectives and recommend textbook adoption.

ESSENTIAL FUNCTIONS - SPECIAL EDUCATION

- Responsible for the overall direction, coordination, and evaluation of the special education program.
- Supervise and evaluate special education personnel.
- Consult with staff, parents, and outside agencies regarding special education programs offered.
- Respond to parents regarding the evaluation and placement of their children.
- Assist in obtaining funding from state and federal programs. Submit program documentation for approval, apply for grants, submit budget and financial reports, and prepare and submit program reports to agencies.
- Develop and administer the special education budget.
- Ensure compliance with local, state, and federal guidelines.
- Monitor staff caseloads and student progress.
- Responsible for the recruitment, selection, and recommendation for hiring of special education personnel.
- Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
- Keep apprised of all legal requirements governing special education.

ESSENTIAL FUNCTIONS - TITLE I

- Responsible for the overall direction, coordination, and evaluation of the Title I program.
- Supervise and evaluate Title I personnel.
- Carry out GGS Policy #2160-Title I Parent Involvement and 2160P- Title I Parent Involvement.
- Carry out supervisory responsibilities in accordance with Board policies, rules, regulations, and other directives.
- Consult with staff, parents, and outside agencies regarding Title I programs offered.
- Respond to parents regarding the evaluation and placement of their children.
- Assist in obtaining funding from state and federal programs. Submit program documentation for approval, apply for grants, submit budgets and financial reports, and prepare and submit program reports to agencies.
- Develop and administer the Title I budget.
- Ensure compliance with local, state, and federal guidelines.
- Monitor staff caseloads and student progress.
- Responsible for the recruitment, selection, and recommendation for hiring of Title I personnel.
- Develop, maintain, and oversee complete and cumulative individual records of all children receiving Title I services.
- Keep apprised of all legal requirements governing Title I.

ESSENTIAL FUNCTIONS - SCHOOL 504 COORDINATOR

- Facilitate the implementation of the school board approved Section 504/ADA policy.
- Develop, continually revise and ensure the implementation of consistent Section 504 procedures.
- Provide ongoing training and support to District staff regarding Section 504 and the implementation of the Section 504 procedures.
- Collect and maintain all Section 504 data (Section 504 plans, lists of eligible students, discipline records) for future reference. (coordinator or designee)
- Continually monitor the reduction of architecture barriers for individuals with disabilities.
- Facilitate the provision of reasonable accommodations for District employees with disabilities.
- Serve as a daily resource to building staff and community members regarding Section 504/ADA issues.
- Coordinate Section 504 /ADA grievance procedures.
- Serve as the school District's liaison to the Office for Civil Rights. (OCR complaint resolution and corrective action plan implementation).
- Advise the school board regarding Section 504/ADA compliance issues and needs.
- Keep apprised of all legal requirements governing school 504 coordination.
- Review forms and data as needed with designated 504 Case Manager.