



**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-8 and Library Media Specialist license.
- 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. Why are you an educator?
 2. What contribution do you feel you can make to Gallatin Gateway School District?
 3. Identify your educational teaching strengths and explain.
 4. How can you meet the needs of learners 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: 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 _____

Certified Teaching Employment Application

Name _____ Phone _____

Address _____

Email Address: _____

Teaching 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 _____

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 non-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: _____

**ELEMENTARY SCHOOL TEACHER
(K-8)**

REPORTS TO: Principal/Superintendent

ESSENTIAL FUNCTIONS:

Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.

Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.

Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.

Counsels students when academic difficulties or behavioral problems arise.

Conducts standardized tests in accordance with District policies and law.

Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. May prescribe detention, or loss of playground privileges in cases of student misconduct.

Observes children to detect signs of ill health or emotional disturbance and to evaluate progress.

Discusses students' problems and progress with parents.

Shares with other teachers and aides responsibility for monitoring halls and recess periods.

Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.

Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention which appears warranted.

Reports cases of suspected child abuse according to state law.

Complies with Board policies, rules, regulations, and directives.

Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.

Participates in faculty meetings, child study meetings, Prereferral Intervention meetings, educational conferences, professional training seminars, and workshops.

May prepare material for Board meetings and school newsletter as requested by Superintendent.

Supervises classroom aides and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

Valid Montana Teaching Certificate with proper endorsement.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from students, parents, 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.

EQUIPMENT USED:

Computer (IBM & Mac), calculator, overhead, copier, telephone/voice mail, fax, two-way radio system, digital camera, scanner, website, TV/VCR. Proficiency in several software programs including, but not limited to: Microsoft Word, Excel, PowerSchool, PowerPoint, Outlook Express, and Internet Explorer.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being, and work output of students.

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, 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 20 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.

LIBRARIAN

REPORTS TO: Principal/Superintendent

ESSENTIAL FUNCTIONS:

Responsible for building a school library collection to support the educational goals of the District.

Responsible for overseeing the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library.

Provides faculty with bibliographies of library resources that support the subject areas being taught.

Manages the library and fundraising budgets.

Participates in grant proposals.

Selects all reference and library books and submits the selections to the Superintendent for approval.

Maintains a working knowledge of, builds, and arranges specialized information resources.

Complies with Board policies, rules, regulations, and directives.

Provides for computerization of the acquisition and cataloging function.

Responsible for teaching students and staff how to access and use resource information in the library.

Instructs students in developing research skills and related use of technology

Organizes, trains, and directs library staff and volunteers.

May prepare material for Board meetings and school newsletter as requested by Superintendent.

Supervises students and library staff.

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

DESIRED MINIMUM QUALIFICATIONS:

Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.

Ability to effectively present information and respond to questions from students, parents, staff.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer (IBM & Mac), overheads, VCR/TV equipment, calculator, copier, fax machine, telephone/voice mail, email, website, and two-way radio system.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; 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 20 pounds.

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History

Approved on: February 11, 2003

Revised on: