Malta Public Schools

"Home of the Mustangs & M-Ettes" "A Tradition of Excellence"

TITLE: **MIDDLE SCHOOL PRINCIPAL/MIDDLE/HIGH SCHOOL TEACHER**
OR
MIDDLE SCHOOL PRINCIPAL/ACADEMIC INTERVENTIONIST

QUALIFICATIONS:

1. Excellent interpersonal and communication skills.
2. Must hold a valid K-8 or High School Montana Teacher or Specialist Certificate/License in their teaching or assigned field. Duties and responsibilities to be determined DOE and the needs of the district.
3. Must hold a valid Montana Administration Endorsement.
4. Must be competent in all areas in which work is to be executed.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: The Superintendent

EQUAL OPPORTUNITY EMPLOYMENT: No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, creed, or national origin. Every opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualification, merit, and ability.

JOB GOAL: It shall be the duty of the position of Middle School Principal to communicate and work effectively with certified staff, classified staff, students, parents, and the community. It shall be the duty of the position of Middle/High School Teacher to observe the provisions of each individual school and district handbook, follow the mandates of the current professional negotiations agreement and abide by the appropriate sections of the School Laws of Montana. It shall be the duty of the Academic Interventionist to support student achievement with special attention to Tier II and III instruction, providing individual or small group instructions to students who are struggling academically.

MIDDLE SCHOOL PRINCIPAL PERFORMANCE RESPONSIBILITIES:

1. Completes formal evaluations of certified and non-certified staff according to district policy/procedure.
2. Supervises staff according to district expectations/guidelines.
3. Provides educational leadership in creating a school environment conducive to teaching and learning.
4. Supervises curricular programs and manages their review, evaluation and improvement.
5. Conducts staff, student and public meetings as needed/required according to district policy and/or practice.
6. Supervises the development of the master schedule for course offerings and class size.
7. Completes all required reports according to local, state and federal requirements.
8. Develops, implements and monitors a fair and consistent student discipline system.
9. Prepares and implements teacher and student handbooks.
10. Provides general supervision of the middle school buildings and grounds.

MIDDLE/HIGH SCHOOL TEACHER

1. Provide excellent, current, well-prepared, well-planned and unbiased instruction to the students assigned to their class.
2. Treat students with respect, accepting them as they are, as a basis of teaching and guiding while challenging and encouraging them to do their best. The use of sarcasm, profanity, ridicule, and embarrassment will not be tolerated.
3. Provide a classroom for students that is attractive and well disciplined. Inform students of expectations on performance and behavior and communicate the disciplinary measures for misconduct.
4. Evaluate students impartially and fairly in accordance with district policy.
5. Meet obligations on time to include reporting to class, submitting required reports, attending required meetings, and completing assigned tasks.
6. Communicate students' progress effectively to parents and to the students, utilizing accurate and well-thought-out data.
7. Work cooperatively with colleagues.

ACADEMIC INVERVENTIONIST

1. Responsible for implementing, monitoring, reporting, communicating student progress and performance and collaborating with district staff, students and parents.
2. Uses data to provide instruction to students and to bring their skills to grade-level, adapting classroom work for the purpose of providing students with interventions, differentiated strategies and instruction materials focused specifically on individual student needs.
3. Provides staff development opportunities.
4. Manages student behavior for the purpose of providing a safe and optimal learning environment.
5. Implement RTI process and tiered instruction.
6. Participates in activities designed to enhance communication with parents and/or legal guardians such as parent-teacher conferences, parent training, and other meetings as required.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

Malta Public School District 14A

Box 670
Malta, MT 59538
406.654.1871

School Administration

Application Form

Please submit the following material.

1. A letter of application
2. A completed application form
3. A current resume'
4. Transcripts
5. Three current letters of reference
6. Certification documentation

Please Type or Print Clearly Using a Pen

Today's Date: _____

Name: _____

Address: _____

_____

_____

Home Phone:_____ Work Phone: _____

Email: _____

Do you hold a valid Administrative Certificate? *If No, please give details in your letter of application.*

Montana: Yes ☐ No ☐ Expiration Date: _____

Other State Yes ☐ No ☐ Expiration Date: _____

Please answer the following questions.

1. Do you have the legal right to work in the United States? Yes ☐ No ☐

2. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes ☐ No ☐
If yes, please explain. Include date of discharge or resignation and reason.

3. I hereby certify that (check the applicable box and provide the information requested) . . .

☐ I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of *nolo contendere/no* contest (minor traffic offenses excepted).

☐ I have pleaded guilty to or have been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. This may not necessarily disqualify a person from consideration for employment.

Record of Professional Preparation:

Institution	Graduation Date	Major	Degree

Employment History: Please list all full-time experience in the field of education. (present position first).

Title	Dates	District and State	Enrollment	Salary

References: List three administrators and/or school board members familiar with your career whom we may contact.

Name	Address	Business Phone	Mobil or Home Phone

Briefly respond to the following.

1. What is your most important accomplishment during the past five years as you worked to improve student learning?

2. Describe the kind of relationship you hope to have with a school board or staff.

3. Summarize your management/leadership style or philosophy.

4. Describe two of the most critical issues or trends you feel will affect the future of education and why these issues or trends are important to the Malta School District.

5. How would you spend the first three months as High School Principal?

Materials should be mailed to: Malta Public Schools
c/o Steven Bucks, Superintendent
Box 670
Malta, MT 59538

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

_____ _____

Applicant's Signature Date

Equal Opportunity Employer

Each participating 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, TB Test

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 1-9 of the U.S. Department of Justice.

Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test within the past year. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is policy to require verification of a TB test from any candidate chosen for employment and to require submitted documentation of the results of a tuberculin (TB) test within seven (7) days of employment.

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.

Drug Free/Tobacco Free Policies

The school district is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

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 Signature* **Date**

**All Applications MUST be signed.*