

Noxon Public Schools

Part-time Superintendent/ Part-time Principal Position Profile



ACHIEVING EXCELLENCE

INVITATION TO APPLY

This search is being conducted by:



Develop the full potential of each child through school board leadership.

Application package must be complete and accurate. Failure to do so may constitute denial of employment consideration. In order to be fully considered, application materials must be electronically submitted by the application deadline.



The School District



Noxon is located across a one-lane bridge off Montana Highway 200, near the Idaho border. Our school educates approximately 200 students, kindergarten through twelfth grade, serving the communities of Heron, Noxon, and Trout Creek.

District Mission Statement:

Through a shared commitment, the mission of Noxon School District is to help all students reach their full potential and to promote learning as a lifelong process.



The School District

Activities and Athletics

Average class size:

Grades K-2: 6
Grades 3-5: 10
Grades 6-8: 12
Grades 9-12: 9

Staff:

Administration. 1.5
Clerk. 1.0
AD p/t
Cert. 20
Pt cert 3
From class instructor 0
P/T class 0
F/T class 8

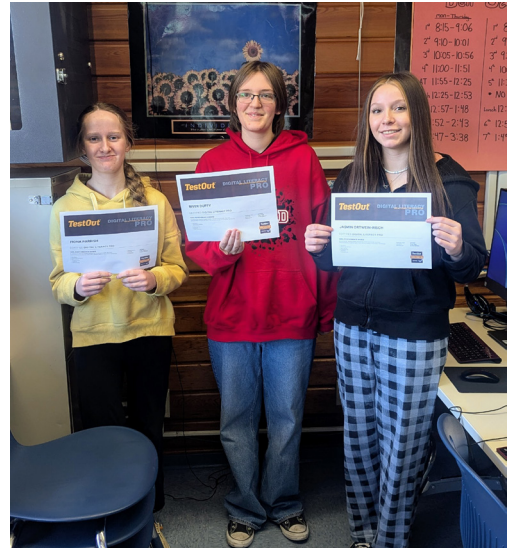
Student/Teacher Ratio: 7:1 countin f/t classroom teachers

Activities

Art - Art Club, Golden Paintbrush, Montana Art Interscholastic (MAI) Conference, Art Shows
Science Club
Music - Choir, Concert Band, Pep Band, K-4 General Music
Noxon Business Professional of America
HOSA

Athletics

Volleyball
Football
Girls Basketball
Track
Boys Basketball
Boys Baseball
Girls Softball
MS Boys Basketball
MS Volleyball
MS Football
MS Girls Basketball
MS Track



The Community



Lifestyle

Sitting on U.S. Highway 200 along the Clark Fork River, Noxon is known for huckleberries and a rich history in railroads, trapping, mining and logging. Crossing the one lane bridge hanging over the Clark Fork River you'll be tempted to stop halfway to take in the view. Surrounded on both sides by mountains with towering trees, the river hosts both Osprey that nest on the bridge each year and Bald Eagles in the trees searching for their next meal.

Located near Cabinet Gorge and Noxon reservoirs, the Noxon area is ideal for boating and fishing. Fished primarily by boat, Noxon Reservoir has a great largemouth and smallmouth bass fishery and a popular northern pike fishery. Additional nearby recreational activities include hiking, biking, snowshoeing and strolling through the Ross Creek Cedar Grove.

There are plenty of activities for everyone in Noxon. Children enjoy the local 4-H program and soccer camps.

The people are kind and close-knit, and the community works together to build a better future for the town. A little over a year ago, a devastating fire tore through Noxon, reducing its historic downtown to ashes.

Noxon is just a little over 35 minutes from the Idaho border, and 60 minutes from Sandpoint, where shops, views and restaurants await.

The Opportunity and Expectations



General Responsibilities

The position serves as the senior leader of the school district and is responsible for overseeing operations and developing a long-range strategic plan for growth and sustainability. As the leader of Noxon Public Schools, this position is responsible for the development, supervision and oversight of the school program, operations and facilities.

The superintendent/principal must be a strong advocate for the District and work closely with all constituents as it relates to continued funding to support academic success.

The superintendent/principal must be able to develop a clear vision for the District which supports excellence in education and instruction.

The superintendent/principal is expected to develop positive relationships with parents, school board members and the community. The superintendent/principal is expected to cultivate a strong team environment with staff by developing a clear purpose, a strong culture, and a collaborative environment that builds morale and promotes productivity and communication.



Application Requirements

Job Title: **Part-Time (.5 FTE) Superintendent** position with possible Part-Time (.5 FTE) **Principal** position depending upon qualifications of applicants and needs of the District

Salary Range: Depends upon specifics of position hired as noted above. Housing provided.

Closing Date: Friday, June 11, 2025, 5:00 pm (Mountain Time)

Minimum Qualifications

- Master's degree or better in school administration or information demonstrating ability to obtain such a certificate; AND
- Valid Montana Administrator's certification with appropriate administrative endorsements upon hire

Preferred Qualifications

- Experience as a school district superintendent.
- Experience working with Montana special education laws, policies and regulations.

Knowledge, Skills and Abilities

- Ability to build and maintain effective professional relationships with staff, students, parents/guardians, and the public.
- Ability to establish a clear vision for the District and be recognized as an instructional leader.
- Ability to effectively lead with integrity and inspire a collaborative team oriented environment focused on the education and support of our children.
- Ability to maintain a high standard of excellence as it relates to your role as Superintendent.
- Ability to effectively communicate the state of the District to a variety of constituents.
- Ability to engage with and respond to questions from staff, students, parents/guardians and the public.
- Ability to further community engagement.
- Exceptional listening skills with the ability to facilitate and collaborate with others.
- Ability to direct staff to achieve standards of excellence, monitor progress and evaluate performance.
- Ability to manage politics, adapt to change and lead by example while keeping the vision of the District as priority.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to maintain staff and student confidentiality.
- Ability to maintain regular and acceptable attendance levels.
- Ability to work effectively with people from a variety of culturally diverse backgrounds.
- Skill in organization to provide effective administration.
- Proficient with the use of computers and other technology.

The following application materials must be submitted to be considered:

1. Cover letter stating the applicant's interest in the position;
2. Resume showing certifications held and job history.

Submit completed cover letter and resume ELECTRONICALLY to: Lindsay Ford (see contact information below).

