

Cayuse Prairie Elementary Superintendent Position Profile



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

About the District:

Cayuse Prairie Elementary is a K-8 school located in the beautiful Flathead Valley. The school has been open since 1898.

VISION STATEMENT

“Rising Up to Make a Difference”

MISSION & CORE VALUES

We Value Our Students. We believe Cayuse Prairie students are to be celebrated for their individual contributions and efforts in our community.

We Value Learning. We believe every child has potential and deserves the opportunity to experience success in learning. Engaged, differentiated, relevant learning for all students is a priority whether it is experiential, proficiency based, or core instruction. We believe in high expectations for all and view mistakes as opportunities for problem solving and learning. We believe that technology plays an important role in preparing students for the future.

We Value Relationships. We believe building positive, friendly and fun relationships sets the tone of Cayuse Prairie School. Our community members work within the boundaries of well-being and support to promote the success of our students to reach their full potential to become productive, responsible, engaged citizens.

We Value Families as Equal Partners. We believe a collaborative and respectful relationship between Cayuse Prairie staff & families is critical to the success of our students. We believe in exemplifying a love for learning by being lifelong learners.

We Value Community Spirit. We believe Cayuse Prairie is the center of joyful community gathering. It is a welcome, friendly, safe, supportive place where everyone is seen, known and appreciated. We believe in “Rising Up to Make a Difference” whenever possible!

We Value Our Staff. We believe in a supportive, evolving, educational environment where staff are challenged, innovative, and on a path of their own continual learning and development.



Audacious Goals

ALL STUDENTS
WILL SHOW
GROWTH AND
PROGRESS

CAYUSE STAFF AND
STUDENTS WILL
PROMOTE PEACE,
PRODUCTIVITY,
HEALTH AND
HAPPINESS

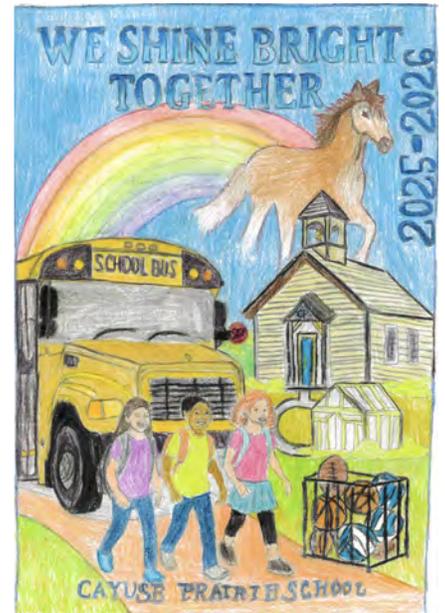
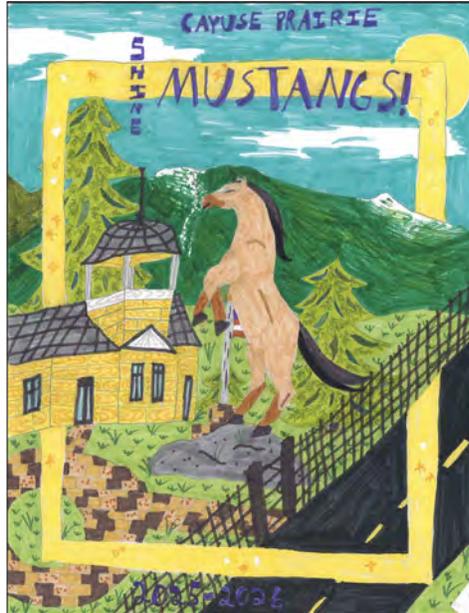
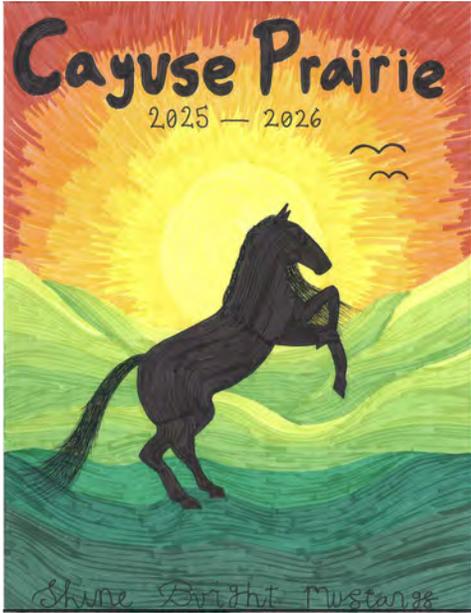
CAYUSE'S STAFF WILL
PARTICIPATE IN ANNUAL
PROFESSIONAL
DEVELOPMENT TO
CONTINUE TO GROW
PROFESSIONALLY

CAYUSE'S BUILDING
EXPANSION PLAN
FOR STAYING AHEAD
OF GROWTH IN
OUR DISTRICT



The School District

About the District:



The School District

About the District:

AVERAGE CLASS SIZE - 19

STAFF - STUDENT RATIOS - 1:8

TEACHING STAFF (includes para professionals and superintendent): 1:10

FOUR-DAY SCHOOL WEEK

Activities and Athletics

ACTIVITIES:

Band

Spelling Bee

Gifted and Talented

Leadership Club

Horticulture

Harvest of the Month:

Montana Harvest of the Month is open to K-12 schools, afterschool programs, Summer Food Service Programs, early care and education facilities, and healthcare institutions in Montana.

This program is a collaboration between the Montana Office of Public Instruction, Montana Team Nutrition Program, National Center for Appropriate Technology, Montana State University Extension, Gallatin Valley Farm to School, FoodCorps Montana, and Montana Department of Agriculture.

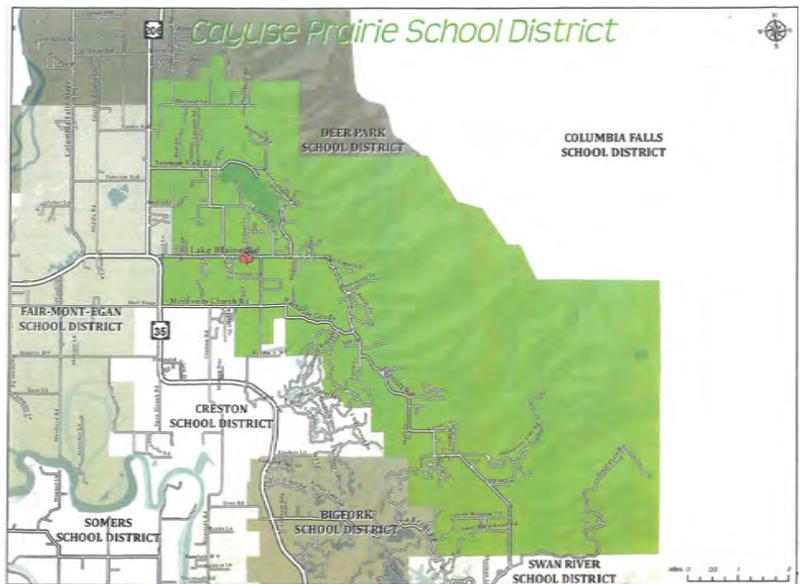
SPORTS:

Boys and Girls Basketball

Boys Football

Girls Volleyball

Boys and Girls Cross Country



The School District



The Community



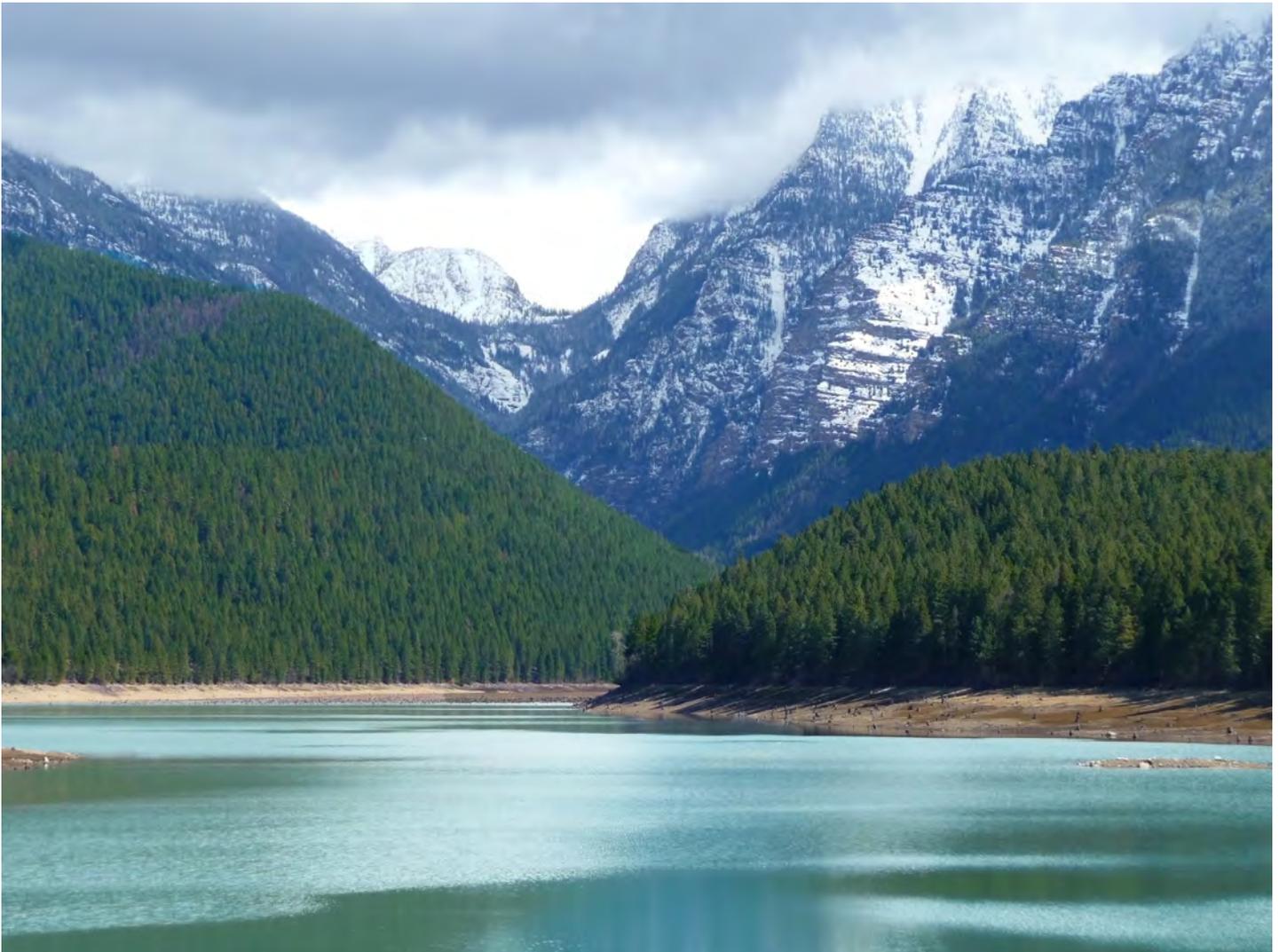
Lifestyle - Cayuse Prairie Setting

Cayuse Prairie School district is nestled on the east side of the Flathead Valley in the shadow of the Swan Mountain Range. The district is home to a strong rural agricultural and forestry tradition. Cayuse Prairie has a multi-generational, 128 year history of close knit families attending and has historically been a central hub of the community. In recent history the school has grown, joining with the Lake Blaine and Mountain Brooks school districts as well as seeing growth in the general population. Recent decades have brought continuous growth to the school district, more than doubling in size in the past 20 years.

The Flathead Valley offers many entertainment venues and world class outdoor opportunities. The whole valley offers both summer and winter activities including hiking, biking, fishing, hunting, rafting, skiing, snowmobiling, and site-seeing. To the southwest, Flathead Lake is the largest natural lake west of the Mississippi River and stretches 35 miles from Bigfork to Polson and has many summer recreational opportunities. North of the school, Columbia Falls is the gateway to Glacier National Park and its one of a kind landscapes. Whitefish in the northwest corner of the valley has a wealth of attractions including museums, galleries, charming boutiques, fine dining options and access to Whitefish Mountain Resort for winter skiing. To the west, Kalispell sits at the heart of the valley and offers shopping and a friendly old town feel.



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 Cayuse Prairie Elementary, this position is responsible for the development, supervision, and oversight of the school program, staff, operations, and facilities.

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

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

The superintendent is expected to develop positive relationships with parents, school board members and the community. The superintendent 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: Superintendent of Cayuse Prairie Elementary

Salary Range: \$90,000 - \$105,000 DOE

Closing Date: January 30, 2026 at 4:00 pm, MST

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

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

The following application materials must be submitted to be considered:

1. Completed MTSBA application form (mtsba.org) and signed release. [Click here to access forms](#)
2. Letter of application.
3. Resume.
4. A minimum of three (3) letters of professional reference.
5. Copy of Montana Class III Administrative Certificate showing Superintendent endorsement or information demonstrating ability to obtain such a certificate. Go to www.opi.mt.gov and click on Educator Licensure tab for information on in-state certification.
6. Copy of college transcripts.

Submit completed PDF application packet ELECTRONICALLY to: Lindsay Ford (see contact information below).

