

Westby Public Schools Superintendent Position Profile



When Ranger Spirit Meets Thunder Pride

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:

AVERAGE CLASS SIZE - 5

STAFF - STUDENT RATIOS - 5:5:1

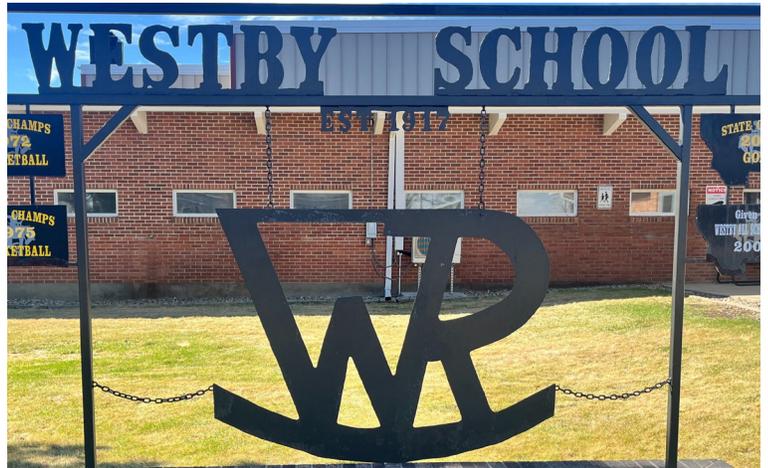
Activities and Athletics

ACTIVITIES:

Business Professionals of America
Journalism
National Honor Society

SPORTS:

Football
Volleyball
Cross-Country
Basketball
Wrestling
Track
Golf



The School District

About the District:

MUFFINS WITH MOM

JOIN US, THURSDAY SEPTEMBER 18TH FOR A FUN AND MEMORABLE MORNING!

STUDENTS ARE INVITED TO BRING THEIR MOM, AUNT, GRANDMA, OR ANY OTHER SPECIAL FEMALE IN THEIR LIFE!



Donuts WITH DAD

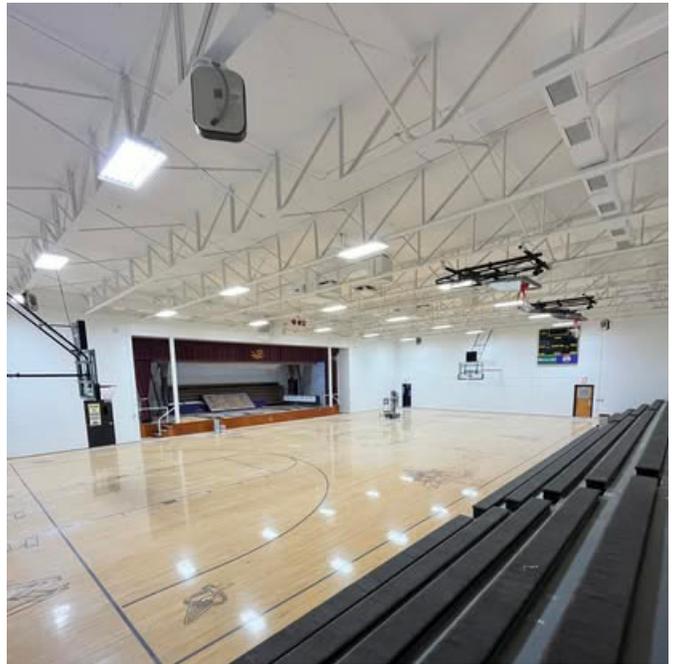
THURSDAY OCTOBER 9TH

STUDENTS ARE INVITED TO BRING THEIR DAD, GRANDPA, UNCLE, OR ANY SPECIAL ADULT MALE IN THEIR LIFE TO ENJOY DONUTS TOGETHER.

A SWEET WAY TO START THE DAY WITH THE ONES WHO MEAN THE MOST!



The School District



The Community



Lifestyle

Westby is Montana's most northeasterly town located on the North Dakota border and about ten miles from the Canadian line. The town got its name when it was actually in North Dakota. The incorporated town moved across the border into Montana when the railroad came through. The town was originally settled by Danish people. "By" (pronounced bee) in their language means "town", and since this was the most westerly town in North Dakota, the citizens named it Westby.

Westby is a small town with a prairie atmosphere, panoramic views, and breathtaking Montana sunsets. Westby and the surrounding area are on a major north-south bird migration route. In the spring there are sparrows mating in the fields while farmers plant their crops. In the summer enjoy evening walks and great fishing, and in the spring the warblers start migrating back and stop in our town park. In the fall the fields are being harvested, and the deer and pheasant hunting season brings hunters in from all over the United States.

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 Westby Public Schools, this position is responsible for the development, supervision and oversight of the school program, operations and facilities.

The superintendent 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 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 Westby Public Schools

Salary Range: \$100,000 DOE plus housing

Closing Date: February 18, 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

- 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:

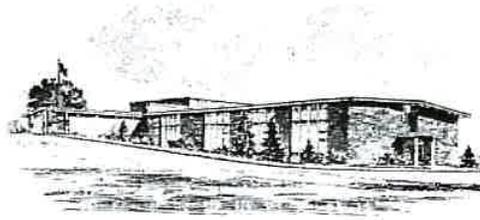
1. Completed MTSBA application form (mtsba.org) and signed release. [Click here to access forms](#)
2. Letter of application.
3. Resume.
4. A minimum of three (3) letters of professional reference.
5. Copy of Montana Class III Administrative Certificate showing Superintendent endorsement or information 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.
7. **Supplemental Questions:** The Board of Trustees will consider the form, content, and style of your responses. *Please limit response to each question to two hundred and fifty (250) words or less.*
 - What would your major contribution be to the School District as Superintendent?
 - One of the key roles that any Superintendent plays is that of an academic and educational leader. Please explain how your background and experience as an educational leader will move the students of this district to an even higher level of achievement?
 - Please describe your leadership style when it comes to supervising employees and delegating responsibilities.

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



WESTBY SCHOOL DISTRICT #3

101 East 5th Avenue
P.O. Box 109
Westby, MT 59275
Phone: 406.385.2225
Fax: 406.385.2430



Superintendent, *Dylan MacLean*
District Clerk, *Heather Nielsen*

To the Future Superintendent of Westby School,

As I reflect on my time serving as Superintendent of Westby School, I can say without hesitation that this has been one of the most rewarding professional experiences of my career. If you are considering this position, I want you to know that Westby is a special place to work, lead, and belong.

First and foremost, the Westby community is truly exceptional. This is a community that cares deeply about its school and its children. Families are invested, supportive, and appreciative of the work done by the school each day. You will find community members who show up for concerts, games, academic events, and school celebrations, and who are willing to help whenever help is needed. The school is the heart of Westby, and that support is genuine, consistent, and meaningful.

The students and staff at Westby are another tremendous strength. Whether in the classroom, on the court, on the field, or in extracurricular activities, Westby students consistently represent their school and community with character. They are a joy to work with and a reminder of why this profession matters. You will also inherit a staff of highly qualified, dedicated teachers and support personnel who truly care about students. As a superintendent, you will be able to work alongside educators who are invested in continuous improvement and who value strong leadership and clear communication.

Equally important is the support of the Westby School Board. The board is engaged, supportive, and focused on the long-term success of the district. They value transparency, teamwork, and thoughtful decision-making. You will find board members who trust their administration, want to do what is right for students, and understand the realities of leading a small rural school. That level of support is invaluable and allows a superintendent to lead with confidence and purpose.

Westby offers the opportunity to make a real impact. You will not be just another administrator in a large system; you will be a visible leader whose work directly shapes the daily experiences of students, staff, and families. If you are looking for a place where leadership matters, where community support is strong, where students and staff care deeply about their school, and where your efforts will truly make a difference, Westby School is that place. It has been an honor to serve here, and I am confident that the right leader will find Westby just as rewarding.

Sincerely,

Dylan MacLean
Superintendent
Westby School District