

# Broadview Public Schools Superintendent Position Profile



*Home of the Pirates*

## Mission Statement:

The mission of Broadview Public Schools is to provide a foundation for each student to become a lifelong learner, to promote development of the whole individual and to prepare each student to become responsible, productive citizens of our community, state, nation, and world. All programs are to be implemented without regard to race, religion, color, or creed.

## INVITATION TO APPLY

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*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 packaged in a single PDF and electronically submitted by the application deadline.



# The School District



Broadview School is a Class C school located 30 minutes north of Billings. Class sizes are approximately 10:1.

Grades K-6 self-contained classes: 75 students  
Grades 7-8: 29 students  
Grades 9-12: 45 students  
Grades K-8 Colony School: 18 students  
TOTAL of 167 students in the District with 20 teachers and K-8 principal

Sports: Cooperative with Lavina - Football, Volleyball, Basketball, Track, Cheerleading, Pep Band.

Clubs: BPA, FFA and 4-H.

## Other activities:

- National Honor Society
- Student Council
- Swimming lessons offered to grades K-6
- Holiday gift exchange between students
- Annual student incentive day (skiing or bowling)
- Little Pirate basketball with upper classes coaching and refereeing
- Music class daily

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic, or religious



# The School District



## Broadview Public School Vision Statement

Broadview Public Schools strive to provide a broad, effective education for each student in a safe, stimulating, supportive, learning environment.



# The School District



# The Community



## Lifestyle

Broadview is small town America with 150+ residents who cherish community involvement and support with family values and students who have a strong work ethic. A hidden treasure for education with city amenities just minutes away. The successful candidate will have use of a four bedroom, two bathroom home with a two car attached garage on a nicely landscaped yard. This home is located just two blocks from the Broadview School.

Broadview is served by local businesses. The Oasis offers fuel and a convenience store, and the Homestead Inn provides bar and restaurant services. CHS is the local farm supply co-op and B&B Ag Supply supports the local farmers as well. Ten minutes away is the 3 North Steak House.

The surrounding community is based in dry land farms and cattle ranches. Due to our proximity to Billings, Broadview has a portion of our student base who reside on the outskirts of Billings. Their parents, mostly from rural backgrounds, want the benefits of a rural school environment for the opportunities provided in a positive learning environment.

Students are involved in BPA, FFA, 4-H. The athletic cooperative is strong with Lavina and provides opportunities in football, volleyball, basketball, and track, cheerleading and pep band.

The school is the hub/center of the community which draws students from Broadview, Comanche, Acton, and Molt. As the focal point of the community there is always support for the Little Pirates game, a varsity tournament game, a music concert, or a graduation ceremony—the community always shows up in support of our children.

Our community has generational families who are welcoming. A tenured staff who are focused on educating our students. The Superintendent position will offer an opportunity for the right person to interact with students and engage in the community.



# The Opportunity and Expectations



## General Responsibilities

The Superintendent 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 Broadview 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 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 packaged in a single PDF and electronically submitted by the application deadline.

# Application Requirements

**Job Title:** Superintendent of Broadview Public Schools

**Salary Range:** Up to \$100,000 DOE, housing included

**Closing Date:** February 19, 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](https://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](http://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.
  - Identify three qualities, which will characterize successful educators in the next decade and reflect on the personal/professional attributes you bring to the superintendency which demonstrates those qualities.
  - Describe how you have promoted parent and community involvement/support for our school system and how you would see yourself accomplishing that goal.
  - 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).

