Libby Public Schools 7-12 Middle/High School Principal Position Profile

Mission

We are a community providing educational opportunities, motivating learners, nurturing dreamers, building character.

INVITATION TO APPLY

This search is being conducted by:

MTSBA
Montana School Boards Association

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

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About the District:

Libby Public Schools are located in the northwest corner of Montana.

Vision:
Empower all students to adapt, persevere and thrive in tomorrow's world.

Mission:
We are a community providing educational opportunities, motivating learners, nurturing dreamers, building character.

Core Values:
Together, we:
- Strive for the following values:
- Are motivated to address the diverse needs of our students and put students at the heart of everything we do.
- Are dedicated to partnering with parents and our community for student success.
- Honor others with our words and actions.

Core Purposes:
We are here to:
- Create learning opportunities for every student.
- Build meaningful relationships with students and between students so they are known, respected and supported across the diversity of their learning needs.
- Create optimism and hope for every student.

Libby Public Schools provides a quality learning environment for students. Classrooms are welcoming and focused on academic, social, and emotional growth.

Students are encouraged to develop their interests and take pride in being part of a district that values high expectations and continuous learning.

The use of instructional coaches ensures teacher and student success.

Educators work closely with families and the community to support student success.

The School District

About the District:

Libby Public Schools takes pride in providing a top-notch, well-rounded educational system that helps students prepare for the world ahead of them. We instill a love of learning for all students beginning in elementary school. Our high school leverages effective curriculum strategies to ensure that all students are college and career-ready.

The Libby School District serves a surrounding community of 11,000 with Libby Elementary School (grades K-6), Libby Middle/High School (grades 7-12), Libby Central Charter School (grades 9-12) and Plummer Center for preschool ages 4-5 (the building houses our preschool program and the Headstart program).

The total student population is approximately 1,140 students, 160 staff members. Grade levels average 85 students.

Libby High School is classified as a Class A school in Montana for the Montana High School Assn. (MHSA). It participates in the Northwestern conference, competing alongside schools like Whitefish and Polson. The high school offers Advanced placement and Dual Credit classes.

Libby Preschool
Libby is fortunate to be able to offer a free, public preschool program for all 4-year-olds in our community. This early intervention program located at Plummer School is designed to accommodate 4- and 5-year-old children in meeting academic and social emotional standards necessary for success throughout their academic career. The preschool curriculum is aligned to Libby Public Schools mission and is directly guided by Montana Content Standards for Kindergarten. 4-year-old students may qualify under Libby School Board Policy #3110.

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The School District

About the District:

Extracurricular Activities

Libby Middle School
Football
Volleyball
Boys & Girls Basketball
Cross Country
Track
Science Olympiad
Band
Yearbook
Robotics

Libby High School
Football
Volleyball
Boys & Girls Basketball
Boys & Girls Soccer
Cross Country
Golf
Track
Science Olympiad
Band
Choir
Yearbook
Wrestling
Cheer
Tennis
Softball
Baseball
Speech/Drama
BPA
Paper
Robotics

Also:
- Cross Country Ski program
- Summer hiking program
- After school and summer school programs
- Vocational training programs - welding, automotive and woods.

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Lifestyle

Libby is a small, scenic town in northwestern Montana, located along the Kootenai River near the Cabinet Mountains. It is the county seat of Lincoln County. Glacier National Park is about a two-hour drive to the east, and the Canadian–U.S. border is roughly eighty miles to the north. Spokane, Washington is 165 miles to the southwest, and the Idaho–Montana border lies about 32 miles to the west.

With a population of over 11,000, Libby and the surrounding area blend natural beauty with small-town charm, supported by local shops, eateries, and a relaxed pace. The region also preserves its logging and mining heritage in museums and historic sites, including the Libby Dam. Libby is served by Cabinet Peaks Medical Center, a 25-bed critical access hospital offering a wide array of medical services.

Outdoor recreation is year-round with many lakes, creeks and rivers close by. Enjoy boating and fishing on Lake Koocanusa to hiking/mountaineering the Cabinet Mountains Wilderness which offers almost 95,000 acres of rugged, mountainous terrain in the Kootenai National Forest. The Wilderness is southwest of Libby, with more than 30 trails lead into the Wilderness Area. Halfway between Libby and Troy, walk the Kootenai Falls Swinging Bridge for breathtaking views of the Kootenai River gorge and falls 10 meters below. The Ten Lakes Scenic Area near Eureka also offers hiking and swimming in rugged backcountry. Community life features rodeos, festivals, and other events that add to the area's charm.

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General Responsibilities

Libby Public Schools is in search of a full-time, dynamic and energetic 7-12 Middle High School Principal. This is a unique opportunity for the right individual.

ESSENTIAL FUNCTIONS:

·   Chief administrator of the Middle/High School building.

·   Primary responsibility is for the day-to-day operation of their building.

·   Develops and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.

·   Monitors classroom instruction and evaluates performance of teachers and professional staff.

·   Supervises, oversees, and evaluates performance of clerical, cafeteria, janitorial staff, and other classified employees to maintain quality support services.

·   Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.

·   Develops and maintains good working relations with community organizations and leaders.

·   Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems.

·   Acts as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.

·   Maintains a visible presence in the building and playground to enforce safety and security standards for students and faculty.

·   Works with staff to prepare yearly budget requests and monitors spending to conform to budget restrictions.

·   Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.

·   Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.

·   Responsible for control and discipline of students.

Application Requirements

Job Title: 7-12 Middle High School Principal of Libby Public Schools

Salary Range: $90,000-$110,000 plus competitive benefits

Closing Date: March 16, 2026 at 4:00 pm, MST

Minimum Qualifications
- Applicants must hold or be in the process of attaining a Montana Class 3 Administrative Certificate, issued by the Montana OPI, with the appropriate endorsements.
- At least five (5) years of successful teaching and/or administrative experience.

Preferred Qualifications
- Experience as a school district teacher and/or principal.
- Experience working with Montana special education laws, policies and regulations.

Knowledge, Skills and Abilities
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from staff, parents, and the general public.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to communicate clearly and concisely in both oral and written form.
- Excellent organizational skills to provide effective administration.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the elementary school.
- 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 four (4) letters of professional reference.
5. Copy of Montana Teaching 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.
   - Can you describe a time when you improved academic outcomes while also addressing student behavior? What actions did you take and what were the results?
   - Describe how you have promoted parent involvement/support for the school district and how you would see yourself accomplishing that goal.

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