

# Lockwood School District Superintendent Position Profile



## VISION STATEMENT

Legendary Education, Lasting Foundation, Limitless Future!

## 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.



[mtsba.org/currentsuptopenings](https://mtsba.org/currentsuptopenings)



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# The School District



## About the District:

**Lockwood School District** is a K-12 district located in the Lockwood community just east of Billings, Montana. Over 1600 students, kindergarten through 12th grade, attend school on the single campus. The many teachers, support staff, administrators, and school board members provide the best learning environment possible for the students and community.

It is the function of Lockwood Schools to assure appropriate learning experiences to help all students in the District develop skills and attitudes fundamental in achieving individual satisfaction as responsible and contributing citizens. The School District shall strive to provide the opportunities to each student to realize his full potential. These opportunities will not be limited to the confines of the recognized educational day and facility, but the School District will also strive to provide a community environment which will encourage the overall learning experience.

### **Mission Statement:**

Lockwood Schools expects all students to succeed. We will achieve this goal by being focused, adaptable, innovative, engaging, and driven to help every student achieve success.

We will strive to achieve a safe, secure, and positive learning environment including the design, maintenance and operation of facilities that enhance learning.

We will nurture classrooms of life-long learners through the use of standards-based curricula, effective teaching strategies, innovative technologies, and constructive feedback ensuring that our students' depth of knowledge and variety of skills match the needs of the greater contemporary world.

Each student's education will be driven by the design and use of effective data systems measuring both individual and group success.



# The School District



## Vision Statement:

*Legendary Education, Lasting Foundation,  
Limitless Future!*

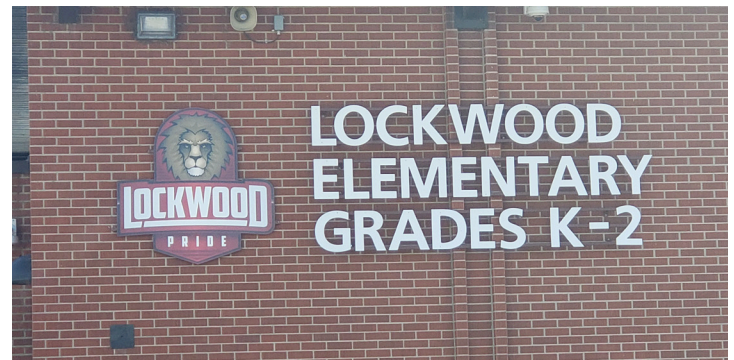
**Primary School:** Early kindergarten, kindergarten, first and second grade. Current enrollment is 388 students with a staff of 28 teachers, principal and assistant principal.

**Intermediate School:** Third, fourth and fifth grade. Current enrollment is 342 students and a staff of 28 teachers, principal and assistant principal.

**Intermediate School Activities:** Hope Squad, CUBS Club

**Middle School:** Sixth, seventh and eighth grade. Current enrollment is 410 students. A staff of 31 teachers, principal, assistant principal and many support staff provide a great learning environment to our middle school students!

**Middle School Activities:** Hope Squad, Golden Ambassadors, Lion Mentors, Volleyball, Track, Wrestling, Cross Country, Football, Girls Softball, Lego Club.



STURBEVANT GYM →



# The School District



Lockwood High School opened in the Fall of 2020. There are approximately 586 students, 43 teachers and specialists, support staff, principal and assistant principal in the high school who provide a safe and inclusive learning environment for our students.

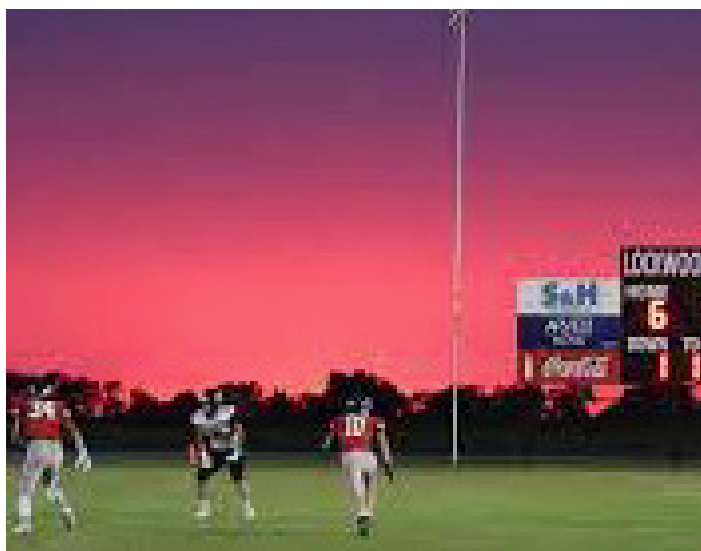
## **Lockwood High School Students can participate in the following activities:**

Boys Basketball  
Speech/Debate Girls  
Track  
Wrestling  
Football Girls  
Golf  
Choral Pride Performers

Girls Basketball  
Volleyball Girls  
Cheerleading  
Cross Country  
Softball Student  
Girls Flag Football

Boys Soccer  
Soccer  
FCCLA  
Pride Performers  
Council  
FFA

JROTC  
SkillsUSA  
JR Optimist  
Pep Band  
Hope Squad





# The School District



**LOCKWOOD**  
PRIDE





# The Community



## Lifestyle

Lockwood is a suburb of Billings and is the largest unincorporated community in the Billings area and though it's not considered to be its own organized city, there has been and continues to be major growth in this area, making it a highly sought after place to live.

Billings is the largest city in Montana (120,000+) and is located on the Yellowstone River. Billings was nicknamed the "Magic City" because of the rapid growth from its founding as a railroad town in March 1882. Billings is also called the "City Beneath the Rimrocks". The Rimrocks, or 'Rims,' are iconic, 70-million-year-old sandstone cliffs that surround Billings.

One of Lockwood's biggest tourists attractions is Pictograph Cave State Park. This state park provides and features history of the prehistoric paintings, the area's geology and some native american history of the area. The park encompasses 93 acres and includes a visitor center and picnic facilities. Located about 15 minutes south of Billings, the natural shelter and landscape is nestled in a sandstone bluff on a well-traversed path extending south from the confluence of Bitter Creek and the Yellowstone River, six miles south of Billings. The cave complex has long been a site of mystical power, a culturally significant gathering place for American Indians. On the interior wall of Pictograph Cave (the only one containing rock art), archaeologists discovered 106 pictographs, painted between 2,145 and 200 years ago.

The region surrounding Billings also boasts more historic landmarks that tell the history of southeastern Montana. Visit Pompeys Pillar National Monument to examine the only remaining physical evidence of the Lewis and Clark Expedition. Pompey's Pillar National Monument (also known as Pompey's Pillar Rock) has the actual signature of William Clark during the Lewis and Clark Expedition in 1806.

Billings is host to many events and things to do - The Nile Stock Show and Rodeo, Billings Mustangs Pioneer Baseball games, Yellowstone Valley Farmer's Market, car shows, gun shows, fishing, rafting, Alberta Bair Theatre, concerts, fairs, music festivals, running marathons, triathlon events, ice skating, hockey, Billings Outlaws semi-pro football games, golf, Zoo Montana, and museums just to name a few.

# 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 Lockwood 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 Lockwood Schools

**Salary Range:** \$111,000 - \$121,000 (based on experience and qualifications) & additional benefit package  
*Salary and term of contract will be dependent on experience, education and fit for the District.*

**Closing Date:** February 23, 2024 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; AND
- Minimum of five years' experience in school administration.

## 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 or 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.
  1. Lockwood has a diverse population with a broad span of interest in local education efforts. How would you reach out to the different constituencies, both within the school system and throughout community, to help everyone focus upon quality education and higher student achievement?
  2. Describe how you have promoted parent and community involvement/support for our school system and how you would see yourself accomplishing that goal.
  3. 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?
  4. Please provide an example of a unique or innovative program that you helped establish in your current or former district. Why was the program important?

**Submit completed PDF application packet ELECTRONICALLY to: Andrew Vigeland**

