

Deer Park Elementary Superintendent/Principal Position Profile



DEER PARK'S VISION STATEMENT:
"Conquering High Expectations Together"

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



mtsba.org/currentsuptopenings

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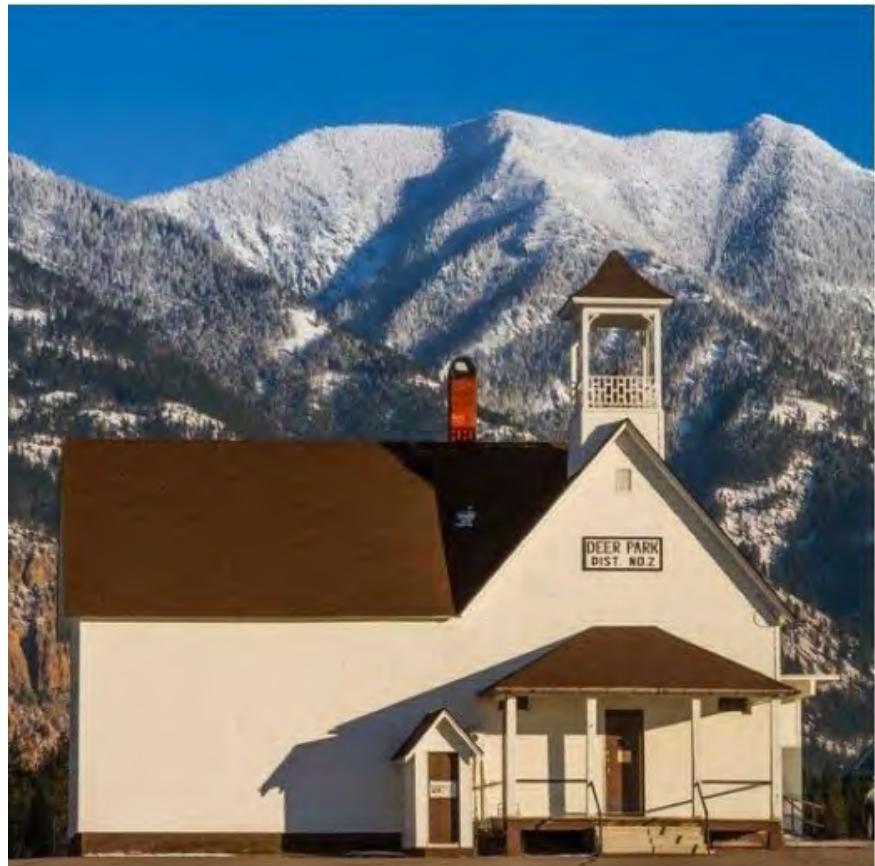
The School District



About the District:

Deer Park School is located on the east edge of the beautiful Flathead Valley between Columbia Mountain and the Flathead River.

The old building on the campus was built in 1921, making it the oldest, standing, in-use school building in the valley. The district originally dates back to 1886 with first board documents noted in 1893. In 1967 a quonset hut was built to serve as a temporary gym. A new building was added in 1984 on the north border of the campus on land donated by Orville and Joyce Baumgartner. The newest building was later enlarged with the addition of 4 classrooms. A gym, built largely by volunteer effort, was added to the west end in 2001. In 2014 a new pump house was built with over \$11,000 of donated community funds.



The School District



Deer Park School's Mission:

In partnership with home and community, is to provide a safe and positive learning environment where learning is personalized for all students in order to prepare them to succeed in a global society.



The Community



Lifestyle

Nestled in the Northeast corner of the spectacular Flathead Valley lies Columbia Falls which boasts Montana hospitality and family fun like no others.

Columbia Falls is just 15 minutes from the west entrance of Glacier National Park, Flathead Lake, numerous golf courses, and the Whitefish Mountain Ski Resort. Columbia Falls is an ideal launching point for recreating in the Park, floating the Flathead River, playing on Flathead Lake and exploring 2 million acres in the Flathead National Forest.

This lively Montana town is on the five safest cities in Montana list and is home to locally owned shops, restaurants, a brewery, a popular summer farmers market and a Golf Digest rated “must play” golf course.

One of the treasures of this community is the illustrated history of Columbia Falls, as told by historic murals painted on the exterior of Masonic building on Nucleus Avenue.



The Opportunity and Expectations



Universal Obligations/Expectations of Each Staff Member

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

Essential Functions:

- Serves as chief executive officer and administrator of the school system.
- Has general supervision of day-to-day operation of all schools of the District and the personnel employed by the District.
- Develops, implements, and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.
- Evaluates the effectiveness of all phases of school programs, including but not limited to curriculum, instruction, books, materials, equipment, supervision, administration, business procedures and school finance, personnel procedures, auxiliary services.

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ESSENTIAL FUNCTIONS continued:

- Develops and recommends courses of instruction to the Board.
- Selects all textbooks and submits the selections to the Board for its approval.
- Selects all reference and library books and submits the selections to the Board for its approval.
- 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.
- Makes recommendations to the Board, individually or in consultation with appropriate personnel, regarding employment, promotion, nonrenewal, or cessation of employment.
- Makes recommendation to Board for annual wage increases.
- Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.
- Has general supervision of all pupils of the District, enforces compulsory attendance laws.
- Responsible for control and discipline of students, and has authority to suspend any student for good cause.
- 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.
- Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.
- Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the county superintendent.
- Provides leadership, initiative, and technical guidance to the Board and to District personnel.
- Analyzes financial condition of the District, presents District budgets, and proposes budget item priorities and long-range financial needs to maintain a financially sound District.
- Works with staff to prepare yearly budget requests and monitors spending to conform to budget restrictions.
- Implements and administers the policies of the Board and develops administrative regulations to implement Board policy.
- Reviews policies with the Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.
- Establishes meeting agendas in conjunction with the board chair and clerk, presents items for consideration, and responds to inquiries of the Board.
- Ensures compliance with appropriate state and federal constitutional and statutory rules and regulations.
- Serves as resource and advisor to the Board during collective bargaining with the teachers' association.
- Keeps community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.
- Develops and maintains good working relations with community organizations and leaders.

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Application Requirements

Job Title: Superintendent with Principal Duties of Deer Park Elementary

Salary Range: \$72,000 DOE
Salary and term of contract will be dependent on experience, education and fit for the District.

Closing Date: Friday, May 7, 2021 at 4:00 pm, MST

Desired Minimum Qualifications:

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- Strong leadership, organizational, and communication skills.
- Ability to write reports and business correspondence.
- Able to speak on demand to large groups of people.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employee 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 District.

Equipment Used: A variety of electronic and technology devices, copy machine, fax machine, telephone/voice mail.

Work Environment: While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job. The noise level in the work environment is usually moderate

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, and walk between buildings on campus; and occasionally stand; travel from building to other sites. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Occasional lifting of up to 50 lbs. may be necessary. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Mental/Motor Demands:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness/intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

The following application materials must be submitted electronically 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.
 1. Given the nature of a small rural school district how would you balance the many different rolls that are part of the position including Superintendent, Principal, Athletic Director, Teacher, Facilities Director, daytime Custodian, etc?
 2. Describe your leadership style and approach to problem solving?
 3. The community 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 the community, to help everyone focus upon quality education and higher student achievement?

Submit completed PDF application packet ELECTRONICALLY to: Karla Smerker (see contact information below).

