

Harlem Public Schools Superintendent Position Profile



Mission Statement:

We are Here to Provide a Learning Environment That Encourages Excellence.

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.



The School District

Promote **Respect**, **Independence** and **Develop Excellence**



Harlem Public Schools consists of the Harlem Elementary (K-6) and Harlem Junior High/High School (7-12).

Harlem serves approximately 630 students, K-12.

The District employs approximately 54 certified and 44 classified staff members, as well as a Principal and Vice-Principal in each building.

The elementary and Jr/Sr High School have seen renovation (classroom additions) in the last ten years. Both schools boast a technologically rich environment with all students having access to computers and the Internet.

A large portion of the District's budget comes from Federal Impact Aid. The District also administers many Federal and State Grants.

Sports: Cross Country, Volleyball, Football, Basketball, Wrestling, Track, Golf, Cheer

Clubs: FFA, Yearbook, Pep Band, Art Club, World Quest Academic, Choir, National Honor Society, Indian Club, and Dance Troupe

Other activities:

- 7th Grade Beginning Band, 8th Grade Advanced Band, High School Concert Band, Pep Band, and the High School Concert Choir



The School District



The Community



Lifestyle

Like many of the Montana towns that seem to have been named by spinning a globe, Harlem, Montana, sits on the railroad. In this case, it is the Hi-Line, the BNSF railroad line that parallels US Highway 2 across northern Montana. Harlem sits across the Milk River from Fort Belknap, just outside of the Fort Belknap Indian Reservation between Havre and Malta.

The Milk River provides water for irrigating crops in the valley including wheat, oats, barley, sweet peas and more. Harlem makes a great place to begin guided tours to view the abundant wildlife on the Reservation, including the tribe's bison herd.

Enjoy Milk River Indian Days and Hays Powwow and Fair on Fort Belknap Indian Reservation. Both events draw performers from across the Rocky Mountain west and celebrate Native American culture through competitions and performances of music and dance.

Living in Harlem is a great experience. The small town has a lot of charm and is full of friendly people who are always willing to lend a helping hand. It's the perfect setting for taking in the beauty of nature, with plenty of outdoor activities like fishing, hunting, and camping nearby. There's also some unique local businesses that offer something special like handmade crafts and antiques. You never know what you'll find while exploring or browsing around town! Despite its small size, there's still a lot to do in Harlem with its lively festivals, events, concerts, and other activities. Whether you're just visiting or planning to settle down in the area permanently, you won't regret your decision when it comes to living in Harlem.

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. The position is also 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.

As the leader of Harlem Public Schools, this position is responsible for having and maintaining a good working relationship with the tribal council.

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Application Requirements

Job Title: Superintendent of Harlem Public Schools

Salary Range: \$130,000 DOE, with housing and a three year contract

Closing Date: February 15, 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

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.
 1. 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?
 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. 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).

