Havre Public Schools
Superintendent Position Profile

A TRADITION OF EXCELLENCE
Our goal is to recruit, acquire, and maintain a diverse workforce that is second to none in terms of qualifications, expertise, and commitment to excellence.

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.

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.
About the District:

Havre Public Schools has three elementary schools, one middle school and one high school. These five schools are located at five different sites.

- Highland Park Early Primary - Grades K-1
- Lincoln McKinley Primary - Grades 2-3
- Sunnyside Intermediate - Grades 4-5
- Havre Middle School - Grades 6-8
- Havre High School - Grades 9-12

The Robins Building houses the central administration offices for business, personnel, and special education. The Superintendent’s office, Assistant Superintendent’s office, and classrooms, Community Education office, district print shop and district receiving warehouse are also located in the Robins Building. A separate facility also exists to house transportation services, maintenance services and cold storage.
Core Purpose:
Preparing students to:
• Make a living
• Make a life
• Make a difference

Core Values:

Diversity - Every Child Can Learn
• Respectful and accepting teaching/learning environment
• Recognition of uniqueness of each child (develop gifts and abilities)

Opportunity - Every Child Has the Right to Learn
• Safe teaching/learning environment
• Diversified and responsive curriculum

Quality - Commitment to Continuous Growth
• Professional development
• High quality instruction/student achievement
• Innovation
• Recruitment and retention of dedicated professionals

Community - Engaging Stakeholders
• Strategic and clearly articulated operations and resource management
• Parental/family involvement collaboration
• Communication
• Building partnerships

Stability - Sustaining a “Tradition of Excellence”
• History/Pride
• Purposeful leadership and direction
• Relationship with community
• Facility maintenance and planning

Projects:
• English Language Arts Curriculum Review
• World Languages Review
• Emergency Management Manual
• Strategic Planning Committees

Envisioned Future:
The future of HPS...
Under the direction of the Havre Board of Trustees, Havre Public Schools is recognized at the local, state and national level for who we are and what we do.

We hold the belief that a public education improves the quality of life for the individual, the community, and the overall American society.

Parents, family and the Havre community are active participants in the educational process.

Learning opportunities are diversified - providing experiential learning, problem solving skills and access and utilization of technology at all teaching and learning levels.

Teachers and students are engaged in instructional practices to continuously improve student achievement for ALL children.
**Student Activities:**
- Football
- Girls & Boys Basketball
- Girls Volleyball
- Boys and Girls Track
- Boys and Girls Cross Country
- Boys and Girls Wrestling
- Tennis
- Cheerleading
- Boys and Girls Golf
- Softball
- Chorus
- Band
- Hi-Liters
- Marching Band
- Jazz Band
- Pep Band
- Skills USA
- Special Olympic participation
- Intramural Sports
- Speech and Debate
- Flag/Color Guard

**Clubs:**
- TSA
- ANIME
- Close Up
- MBI
- Student Council
- Culture Club
- Junior HELPERS
- Art Club
- Spanish Club
- Math/Computer Club
- Key Club
- National Honor Society
- Pep Club
- Spanish Club
- Science Bowl
- FFA
- BPA
- FCCLA
Lifestyle

Havre is a rural agricultural community located on Highway 2 in North Central Montana. This area of mountains and plains offers a year-round retreat for nature lovers, recreation enthusiasts and history buffs. The community of Havre boasts various outdoor recreational activities, including camping, hiking, hunting, and fishing.

Besides recreation, Havre is also rich in cultural attractions ranging from concerts, live theater, museums, shops, galleries, numerous sporting activities and events. Havre is located 100 miles northeast of Great Falls and 200 miles east of Glacier National Park.

Havre, city, seat (1911) of Hill county, north-central Montana, U.S. It lies along the Milk River, to the east of the Fresno Dam and Reservoir and to the north of the Chippewa (Ojibwa)-Cree Rocky Boy’s Reservation. The city was named for Le Havre, France, the birthplace of the original homesteaders. The town site was originally located (1879) 5 miles southwest, near Fort Assiniboine (now an agricultural experiment station). After the Great Northern Railway was extended, Havre was relocated in 1887 at the mouth of Bull Hook Creek and developed as a railroad division point and as a market for livestock and crops, notably wheat. Montana State University-Northern (founded 1929) is within the city limits.

We are surrounded by historical sites and are proud to be a part of a community with deep roots and a storied past. We are home to Beaver Creek Park; the largest County Park in the nation encompassing 10,000 acres.

We encourage you to experience our community and welcome you to visit our district- “Havre, It’s The People”.

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General Responsibilities

The Superintendent serves as the senior leader of a school district and is responsible for overseeing operations and developing a long-range strategic plan for growth and sustainability. As the leader of Havre 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.

Click here to view a video about Havre Public Schools and the Havre community. Note - all applications must go through MTSBA. Information can be found on the link below.

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**Application Requirements**

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

**Salary Range:** $120,000 - $135,000 plus competitive benefit package  
*Salary and term of contract will be dependent on experience, education and fit for the District.*

**Closing Date:** January 26, 2023 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 principal and/or 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 electronically to be considered:
1. Completed MTSBA application form (mtsba.org) and signed release.  **[Click here to access forms](http://mtschools.org/currentsuptopenings)**
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.
   - Please identify at least one challenge and one opportunity facing public education. What role(s) should the School Board and Administration assume addressing the challenge and the opportunity you have identified?
   - Describe your leadership style and approach to problem solving.
   - Describe how you have promoted parent and community involvement/support for our school system and how you would see yourself accomplishing that goal.
   - Our budget reflects the priorities of the District and of the school community. Please share your ideas and experience in developing a school district budget that allows for staff and public involvement. Describe how you would articulate the priorities reflected in that budget to the school community.
   - 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?

Submit completed PDF application packet ELECTRONICALLY to: Jule Walker (see contact information below).