

# Wolf Point Public Schools JH/HS Assistant Principal 7-12 Position Profile



## Home of the Wolves

### Mission Statement:

In partnership with the community, Wolf Point Schools will create a positive teaching and learning environment to ensure that every member of the school family reaches academic achievement as set by local, state, tribal, and federal standards. We are determined to utilize comprehensive school-wide research-based strategies to assure this outcome.

## 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.

# The School District



## About the District:

Wolf Point Schools is a PK-12 district with Southside Elementary (PK-3), Northside Elementary (4-6), Wolf Point Jr. High (7-8), and Wolf Point High School (9-12). The Wolf Point School District is classified as a Class 'B' school under the bylaws of the Montana High School Association (MHSA).

Wolf Point Schools provide a wide variety of academic, fine art, vocational, and athletic programs to its students as well as various adult education courses for its community members.

**ACCREDITATION:** Wolf Point Schools are accredited by the Montana Office of Public Instruction.

**ACADEMICS:** A wide variety of academic, vocational, and fine art programs are offered to students. Included in those programs are language arts, mathematics, science, social studies, health and physical education, Native American Studies, Industrial Arts and Vocational Ag, business education, instrumental and vocal music, and art education. Cooperative education courses are available for students to work in the community as school-to-work. Montana Digital Academy courses are available to high school students as well as dual credit courses through Fort Peck Community College. Such programs allow our students to meet the state's university admission requirements. In addition, special academic programs are available for students from PK-12. Such special programs include special education, speech therapy, and Title Schoolwide services. Library services are available at all schools in the district as well as computer labs and in-classroom technology.

Wolf Point High School requires a minimum of 22 credits for graduation. (State requirements are 20 credits.) Students have the opportunity to enroll in a rigorous academic core curriculum that meets the Montana University Enrollment requirements.



# The School District

**MUSIC:** The music program at Wolf Point Schools offers students both instrumental and vocal instruction and the opportunity to perform locally and in district and state music festivals.

**EXTRA CURRICULAR ACTIVITIES:** All students are encouraged to participate in extra-curricular activities, but must remain academically eligible. As a member of the Montana High School Association, Wolf Point Schools offers cross-country, football, volleyball, basketball, wrestling, tennis, golf, track and field, and music competition.

Other activities open to students include Student Council, National Honor Society, Indian Club, Speech & Debate, Drama Club, Pep Club, Cheerleading, Yearbook, Stage Production, Swing Band, Pep Band, Swing Choir, and FFA. The elementary schools also offer Missoula Children's Theatre, music, elementary sports, and the Wolf Point Optimists Jr. Club.

Wolf Point Schools is often the location of community and area events and home to the Wadopana Celebration. Community members and businesses support our students and student activities. Athletic events, music concerts and play productions are plentiful throughout the year.



## Vision Statement

All children will read at or above grade level by the end of third grade and remain on or above grade level thereafter.

All children feel safe, welcome, and successful.

All children appreciate their unique qualities, cultures, and their role as valued members of their school family.

All students are responsible for caring for self, caring for others, and caring for property.

All students have the opportunity to learn from their mistakes.

All children, regardless of race or economic status, have fair and equal treatment.

All students and school personnel have clear and focused individual goals.

All school personnel are respectful, tolerant of differences, consistent, and nurturing.

All school personnel are competent in fulfilling job responsibilities.

All parents and community members show respect for education through their availability and involvement.

All parents, community members, and school personnel will work together to assist children to become productive members of their school and community.

# The Community



## Lifestyle

Wolf Point is a county seat in the northeastern part of the state where Wolf Creek flows into the Missouri River and is part of the Fort Peck Indian Reservation.

The Fort Peck reservation is home to the Dakota-Lakota-Nakota (Sioux) and Dakota (Assiniboine) nations. Today, Wolf Point is a trade point for local farmers and ranchers and a center for the Sioux and Assiniboine.

Wolf Point is the home of the annual Wild Horse Stampede, held every year during the second weekend of July. Wolf Point's Wild Horse Stampede is the oldest rodeo in Montana, and has been called the "Granddaddy of Montana Rodeos".

Wadopana Pow-wow is the oldest traditional pow-wow in Montana. The celebration is always the first weekend of August..

Wolf Point is serviced by Amtrak and the LM Clayton Airport, serviced by CapeAir.

**HISTORY:** The Lewis and Clark expedition began in 1804, passing through the Wolf Point area in early May, 1805. In the years that followed, a fur trade came to eastern Montana with the establishment of Fort Union and many other smaller posts along the Missouri and Yellowstone Rivers.

The first actual settlement of Wolf Point has been difficult to document. A map by John Arrowsmith dated 1834 shows a notation "Indian Fort" and the location coincides with the location of "Old Town". The 1856 journal of James H. Chambers, known as the "Fort Sarpy Journal" refers to Wolf Point several times. Also, a Major Edwin A.C. Hatch mentions Wolf Point in his diary of the same year.

Many old-timers from the area claim that Wolf Point was originally a Hudson Bay Trading Post but the Hudson Bay Company says this is not so. The first non-Indian settlement appears to have been in the early 1875 and is documented by the diary of William W. Alderson, Indian agent. He brought a crew of workmen and a steam engine/sawmill to Wolf Point, establishing a subagency for the Assiniboine people.

The origin of the name "Wolf Point" has also been difficult to verify. In her journal (1875-1876), missionary Lydia A. Fitch noted that Wolf Point was named for Wolf Creek, which emptied into the Missouri nearby. The most popular story is one passed down from William Bent, nephew of Kit Carson, who spent the winter of 1868-1869 hunting wolves in the area.

Another story is that as river steamboats approached the "point" or high ground on the river where Wolf Point had its beginnings, that hill appeared to have the shape of a wolf. The Lewis and Clark journals tell us that "the wolves are also very abundant" but were "lower, shorter in legs, and thicker than the Atlantic wolf." We will probably never know the truth behind the naming of Wolf Point; however, someone back in the mid-nineteenth century chose a name both colorful and unique.

A little trading post on the banks of the Missouri grew into a small village as permanent houses and buildings were built for the agency. The Presbyterian Church established a mission school (in 1895) for the Indian children, building dormitories and a church. In 1898, Joseph Pipal came to "Old Town" as a blacksmith and maintenance man for the Indian Service. He built a water system, complete with windmill and water storage tank, to supply the needs of the little hamlet.



# The Opportunity and Expectations



## Essential Functions- Assistant Duties

- Assists with the Junior High/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 to assist in the control and discipline of students.

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# Application Requirements

- Job Title:** JH/HS Assistant Principal 7-12 of Wolf Point Public Schools
- Salary Range:** \$66,492 - \$83,039, depending on experience with a full health insurance plan and an annual mileage reimbursement
- Closing Date:** March 9, 2023 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](https://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](http://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.
  - Identify three qualities, which will characterize successful educators in the next decade and reflect on the personal/professional attributes you bring to the principal position which demonstrates those qualities.
  - If offered, the position, explain what your role would be in developing the full potential of each student and each teacher in the Wolf Point School District.

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

