

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

**Salary Range:** \$95,000 - \$115,000 DOE plus competitive benefits\*

*\*Salary and term of contract will be determined in the sole discretion of the Board of Trustees and dependent on experience, education and fit for the District.*

**Closing Date:** Friday, January 26, 2024 at 4:00 pm, MST

### **Minimum Qualifications**

- Master's degree or better in school administration; 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 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.
- 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 a priority.
- Ability to apply knowledge of current research and theory in a 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.
- Ability to follow directions and multi-task.
- Skill in organization to provide effective administration.
- Proficient with the use of computers and other technology.

- Letter of application.
- Resume.
- A minimum of three (3) letters of professional reference.
- 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 for information on in-state certification.
- Copy of college transcripts.

Addition Application Required Materials: ( Found at [www.columbuscougars.com](http://www.columbuscougars.com))

- Supplement Questionnaire & District Certified Application.

Submit Complete Application to:

Karena Econom, Business Manager

[kecomon@columbus.k12.mt.us](mailto:kecomon@columbus.k12.mt.us)