

***Review of applications begins on Friday, April 1st.***

Position is open until filled

The Terry Public Schools Board of Trustees is seeking a Superintendent of Schools to lead its K-12 district of approximately 140 students and 18 certified staff and 18 classified staff members beginning on July 1, 2022. Our district is seeking a candidate who demonstrates a strong commitment to educational excellence with the ability to implement a positive vision for the future success of students, faculty, staff and community. The Board of Trustees is in the beginning stages of a strategic plan that will move Terry Public Schools to the forefront. We are searching for an enthusiastic leader who can collaborate with the educational community to build upon past successes and create new opportunities for students.

The district offers comprehensive educational offerings, as well as multiple co/extra-curricular activities for all students. We provide small class sizes and dual college credit in conjunction with the Montana University system. Our students are housed in a K-3 Elementary, 4-6 Middle School, and a 7-12 High School, all adjacent to one another. In a small town, the things you do every day as a superintendent matter; you are truly making a difference instead of your work getting lost in the shuffle of a busier place. The ability to have a positive impact on the lives of each student and staff member is a reality here.

The successful candidate will need to be approachable, highly visible and willing to make a commitment and investment in our community. Excellent written and oral communication skills are necessary. A firm understanding of school finance is highly desired. A current Montana Superintendent's endorsement, or the ability to obtain it, is required.

The county seat for Prairie County, Terry is nestled in the beautiful Yellowstone River valley of eastern Montana. Prairie County provides an abundance of recreational activities, including premier hiking, hunting, fishing, camping and a shooting range. Terry is a small, agricultural town known for a large percentage of public land right out its back door. Terry offers affordable housing options in addition to supporting several small businesses ranging from a bank, auto repair, gas stations, hardware store, gift shop and a small grocery store to excellent medical facilities. The community supports an outdoor swimming pool, surrounded by a large, beautifully treed park and a friendly, small town feel. There are many youth activities available, both in the schools, and the community at large: baseball, wrestling, 4-H, and a robust county fair to name a few. Located on I-90, Terry is approximately 35 miles from Miles City, Montana, and 33 miles from Glendive, Montana for all other needs. Terry is also home to the Evelyn Cameron heritage center and has a rich history and is loaded with charm and hospitality.

Our five-member board intends to offer a beginning salary of \$75,000 DOE and a comprehensive benefit package that includes full family medical, professional dues, and professional travel expenses.

The Board of Trustees list the following duties as the Job Description of the Superintendent:

- Supervise the orderly conduct of the school's affairs.
- Act as executive and advisory officer to the School District's Board of Trustees.
- Assume the responsibility for the operation of the entire school system.
- General supervision of all employees, including principals, teachers, maintenance personnel, transportation and office workers.
- To keep the Board advised on all matters relating to the school including finance, facilities, curriculum, teachers and students.
- To keep the Board informed of local and national issues in education.
- Prepare and present the annual budget for Board approval.
- Recommend to the Board the hiring and dismissal of all certified and non- certified personnel of the School District.
- Approve directly or indirectly all expenditures of the School District's money.
- To provide leadership for discipline and recommend expulsion of students guilty of gross disobedience or infraction of known school rules. This must be within the guidelines of the State Code and School Boards Policies.
- Recommend to the Board courses of study, textbook adoptions, new departments, major items of equipment to strengthen departments, and addition of personnel to improve the educational system.
- To recognize the needs of the community and to structure the education pattern to meet these needs.
- To fill vacancies caused by temporary absence of personnel.
- To work in cooperation with the principal on assignment of teachers and other personnel to their positions that will promote the best education for the students.
- To make and prepare the agenda for meetings of the Board of Trustees in conjunction with the board chair. To have available for the meeting all materials necessary for the meeting to facilitate an orderly business like situation.
- To have the power to make decisions of any type in an emergency and when time is of the essence.
- To be aware of state and federal aids and grants available and to make a maximum effort to take advantage of those offered for the benefit of the school.
- To review Board Policy on a regular basis and recommend any corrections, deletions or additions to keep policies current.
- To be approachable so all people (parents, certified, non-certified, students and the public) will feel that the open door policy is meant for them.
- To be a good public relations person and attempt to bring about a wholesome working relationship between the parents, students and the faculty.
- To engage in educational activities and associations designed to promote professional growth and development.
- To encourage and facilitate staff professional development.

An application can be found at <https://terryschoools.org/employment-opportunities/>

Mail or submit electronically a letter of interest, resume, completed application, three current letters of reference specific to this position, and transcripts to:

Terry Public Schools Board of Education

Attn: Jody Huber, Clerk

PO Box 187

Terry, MT 59349

[clerk@terryschoools.com](mailto:clerk@terryschoools.com)

Terry Public Schools is an equal opportunity institution and employer.