



ANNOUNCEMENT OF VACANCY Superintendent of Schools Turner School District #43

Turner School District #43 in Turner, Montana is accepting applications for a superintendent of schools. The successful candidate should possess high moral character, fostered in truth and honesty and have demonstrated successful teaching experience and management and/or administrative abilities in order to inspire and lead a school district that expects and supports a comprehensive educational program for its students.

Turner is a small rural town in north central Montana. It is located 11 miles from the Canadian border and 30 miles north of Harlem, Montana.

Turner Schools offers a comprehensive educational program for grades K-12. The district is dedicated to meeting the needs of all of its 84 students. Excellent staff, small class sizes, a comprehensive curriculum, up to date technology, excellent school facilities, and a supportive community are strong features of Turner School.

A completed application file will include:

1. A Letter of Application
2. A current Resume
3. Completed Superintendent Assurance Form (attached)
4. Responses to Superintendent Search Questions (attached)
5. Transcripts of college credits (photo copies accepted for screening)
6. Five (5) current letters of recommendation: If possible, at least one from each of the following categories:
 - An educator in the present district or organization
 - A business person
 - A community member
 - School board member(s)

Ideal Candidate

The ideal candidate will have demonstrated visionary leadership and strong administrative skills. He/She will inspire and lead a school district that expects and supports a top quality educational program for its students. He/She will demonstrate a genuine appreciation for staff and students, and work well with staff, students and trustees.

Qualifications and Characteristics Desired

- Strong and dynamic leadership skills with high standards of personal
- integrity, fairness and ethicality
- Ability to interpret the needs of the district and community and use his/her expertise to maintain and/or improve the quality of education in the district
- Ability to be visible and accessible and to deal openly with members of the board, all employees, students, and the community;
- Demonstrate strong communication skills amongst administrative staff
- Understand and have working knowledge of school finances as they relate to funding in the State of Montana.

- Be able to establish and monitor a school budget.
- Understand, interpret, and apply Montana law as it relates to schools, collective bargaining agreements and policies.
- Believes and inspires others to believe that all students can learn;
- Ability to recruit and retain quality staff members;
- Exceptional personnel management skills, with the ability to resolve conflicts and maintain positive morale;
- A problem solver willing to make difficult decisions for the best educational interests of the students, even in difficult situations.

Challenges facing the district:

Although Turner is currently fiscally sound, we experience difficulty in increasing our enrollment. We project our enrollment to maintain at 82-86 students over the next 4 to 5 years. We have no outside revenues, such as oil and gas, therefore our budgets are tight. Sports programs remain to be a challenge due to lower enrollments, but we are able to Co-Op our football and volleyball with Harlem, which is 30 miles away. Base salary for certified teachers is below average. Recruiting qualified teachers is challenging for the district.

Contacts

Cindy Cowan, Business Manager
Shannon Van Voast, Board Chair

Phone: 406-379-2205 Fax: 406-379-2398
 Home Phone: 406-379-2243

Student Enrollments as of October 1, 2018

K-6	51
7-8	11
9-12	22

Return all materials to:

Cindy Cowan, District Clerk
 Turner School District #43
 P.O. Box 40
 Turner, Montana 59542

Email: clerk@turner.k12.mt.us

406-379-2205 (W) 406-379-2352 (H)

Superintendent Search Questions for Turner School District #43

Responses to the following questions will be used in screening candidates. Please limit responses to a total of **three (3) pages**.

- 1) During your first year as superintendent, how might you go about determining the strengths and weaknesses of the district?
- 2) What should parents and community expect from the school district if you were to become superintendent?
- 3) Explain how you would go about recruiting and retaining highly qualified teachers for the district.
- 4) In your judgment, rank and explain the most important functions of a superintendent?
- 5) Explain how you will meet the continued needs of the District in spite of decreasing enrollments and budget constraints.
- 6) Explain your involvement with budgets and how you deal with budget cuts.
- 6) Describe how you would promote positive staff relationships.
- 7) Describe how you would promote positive board/superintendent relationships.

Submitted by (Name): _____

Send completed application file to:

Cindy Cowan, District Clerk
Turner School District #43
P.O. Box 40
Turner, Montana 59542

Turner School District #43
Turner, Montana
SUPERINTENDENT ASSURANCE FORM

Name: _____
Present Address: _____
City, State, Zip: _____
Home Phone # _____ Business Phone #: _____
Fax #: _____ Email Address: _____
Present Position: _____ Present Salary: _____
Enrollment of Above Position: _____ # of Employees: _____

(Please check Yes or No)

- a) Are you currently under contract? Yes: ___ No: ___
- b) Do you hold a current Superintendent's Certificate? Yes: ___ No: ___
- c) Have you ever been involuntarily terminated or asked to resign?
Yes: ___ No: ___ (If yes, please give details.)
- d) Have you ever reached a mutual decision with an employing agency to vacate a contract prior to its expiration?
Yes: ___ No: ___ (If yes, please explain.)
- e) Have you ever been convicted of or pled nolo contendere to or otherwise received a deferred sentence in consideration of fulfilling the terms of probation as to any felony or crime relating to child abuse or neglect, or any crime relating to sexual abuse of a minor?
Yes: ___ No: ___ (If yes, please explain.)
- f) Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, embezzlement, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude?
Yes: ___ No: ___ (If yes, please explain.)
- g) Has any court received a plea of guilty or a plea of nolo contendere from you for any offense involving moral turpitude, deferring proceedings without entering a finding of guilty and placed you on probation?
Yes: ___ No: ___ (If yes, please explain.)
- h) Has a claim of discrimination or harassment ever been made against you, or based upon your conduct, with the Equal Employment Opportunity Commission (EEOC) or any parallel state agency enforcing anti-discrimination statutes? Yes: ___ No: ___ (If yes, please explain.)
- i) Have you ever been sued in civil court, or has a lawsuit ever been filed based upon your conduct, asserting a claim of discrimination or harassment prohibited by state or federal laws?
Yes: ___ No: ___ (If yes, please explain.)

NONDISCRIMINATION STATEMENT

Turner School District #43 hereby notifies all of its employees, students and potential employees that it does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities.

I acknowledge that inquiries may be made to obtain job-related information from my previous and present employers, whether or not they are listed on the attached application, and that similar inquiries may be directed to the persons listed as professional references as well as to any other individuals who know me.

I further acknowledge that Turner School District #43 may, at its discretion, make inquiries of law enforcement agencies, the Department of Motor Vehicles, and educational institutions as well as initiate investigations by private persons for the purpose of verifying information supplied by me or to obtain additional information. I authorize such inquiry and investigation and the giving and receiving of any information requested by the school district as part of such inquiry and investigation.

I also release Turner School District #43, and its board of trustees from liability for any claims arising from such inquiry and investigation.

I affirm that all information provided by me on this application is true, and I understand that if any part of the information is false or misrepresented (including omission of information called for), my application may not be considered, or if I am hired by Turner School District #43 will be sufficient grounds for discharge.

I also understand that Turner School District #43 and any selection committees may have access to this completed application and essay questions as part of the hiring process.

A photocopy or fax of this release shall be effective as the original. Submission of this form via electronic transfer does not require a signature, but will constitute acceptance of all the above acknowledgements.

Applicant's
Signature: _____

Date: _____

Return this form either independently or with an application packet to:

District Clerk
Turner School District #43
P.O. Box 40
Turner, Montana 59542