

HOW TO APPLY:

Forsyth Schools is accepting applications for a 7-12 Principal for the 2023-2024 school year. Forsyth Schools 7-12 maintains 16 teachers, four paraprofessionals, and one principal. Forsyth Schools has approximately 296 students K-12, with 96 in the High School and 51 in the Junior High.

Found in the heart of Rosebud County, Forsyth is rich with natural resources, expansive, rugged Eastern Montana beauty, and an abundant array of wildlife. The landscape and terrain span rolling pine-covered hills to vast open prairies. Forsyth borders the Yellowstone River and is flanked by river access points on both the west and east ends of town. Forsyth is the county seat of Rosebud County, with a population of 1,500 people. Forsyth is centrally located on I-94, approximately 45 miles from Miles City and 100 miles east of Billings.

The town of Forsyth offers several amenities, including several shops, restaurants, grocery stores, a bowling alley, a movie theatre, a bank, a lumber yard, a hospital, a golf course, a daycare, an indoor pool, and a health care center.

SALARY: \$72,000 or higher DOE

Please apply to our online application at: <https://forsythpublicschools.org/student-resources/staff-resources/>

Use the Teacher-Application link. Please attach a letter of interest, resume, certification, official transcripts, and at least three letters of recommendation.

Chris Hess, Superintendent
Forsyth Public Schools
PO Box 319
Forsyth, MT 59327

chess@forsyth.k12.mt.us
(406)346-2796 ext. 5102

JOB DESCRIPTION:

I) DESIRED MINIMUM QUALIFICATIONS:

- A) Valid Class 3 Montana teacher certificate with principal's endorsement (or other qualifications as approved by the Trustees).
- B) Ability to write reports and business correspondence.
- C) Ability to effectively present information and respond to questions from staff, parents, and the general public.
- D) Ability to establish and maintain effective working relationships with students, staff, and the community.
- E) Ability to communicate clearly and concisely in both oral and written form.
- F) Excellent organizational skills to provide effective administration.
- G) Ability to establish and maintain effective working relationships with students, staff, and the community.
- H) Ability to handle stressful situations.
- I) Ability to maintain the confidentiality of employment and student matters.
- J) Ability to effectively manage time and responsibilities.

K) Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the middle school.

REPORTS TO: Superintendent

II) ESSENTIAL FUNCTIONS:

- 1) Chief administrator of the assigned building.**
- 2) Develops and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.**
- 3) Monitors classroom instruction and evaluates the performance of teachers and professional staff.**
- 4) Supervises, oversees, and evaluates the performance of clerical, cafeteria, janitorial staff, and other classified employees to maintain quality support services.**
- 5) Assists in the supervision of HS-related activities and athletic events.**
- 6) Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.**
- 7) Develops and maintains good working relations with community organizations and leaders.**
- 8) Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems.**
- 9) Responsible for special education programs for students with learning disabilities, physical or psychological limitations, and other special needs.**
- 10) Maintains a visible presence in the building and playground to enforce safety and security standards for students and faculty.**
- 11) Works with staff to prepare yearly budget requests and monitors spending to conform to budget restrictions.**
- 12) Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.**
- 13) Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.**
- 14) Responsible for control and discipline of students.**
- 15) Oversees the development and implementation of school-wide curriculums.**

Only minimum duties are listed. Other functions may be required as given or assigned.