*220 North Montana Street (406) 988 - 0164 (Office)*

*Dillon, MT 59725* [*www.mt-ssa.org*](http://www.mt-ssa.org) *(406) 988 - 0148 (Fax)*

**Montana Small Schools Alliance**

**220 North Montana Street**

**Dillon, Montana 59725**

**POSITION VACANCY ANNOUNCEMENT:**

**POSITION:**

Executive Director of the Montana Small Schools Alliance

**APPLICATION DEADLINE:**

Until filled. First screening January 15th, 2021.

**APPLICATION MATERIALS TO BE SUBMITTED:**

1. Letter of Interest addressing the qualifications and ability to perform the responsibilities of the Executive Director of the MSSA
2. Current resume`
3. Three current letters of reference addressing the candidate’s qualifications and ability to perform the responsibilities of the Executive Director of the MSSA

**CONTACT:**

Dan Rask, Executive Director, MSSA

220 North Montana Street

Dillon, MT 59725

406-988 - 0164 (office)

(406) 988 - 0148 (fax)

406-221-6303 (cell)

danr@mt-ssa.org

**Position Details:**

* Position begins July 1, 2021.
* Prior to July 1, transition and orientation will be required and compensated. Schedule TBD.
* Base Salary: $52,000 (.6 FTE) for 2021-2022.
* See attached position description.
* Submit your application via email.
* Contact Dan Rask by cell (406) 221-6303 or email (danr@mt-ssa.org) with inquiries as to the specifics of the position.

**2021-2022 EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**QUALIFICATIONS:**

1. A valid instructional certificate for Montana or proof of fulfillment of requirements for certification. Equivalent experience without a certificate will be considered.

2. Demonstrated experience in scheduling, coordinating and directing an educational organization and personnel.

3. A background in rural education and administration.

4. Positive communication skills in all interactions.

5. Proficient use of technology.

**REPORTS TO:**

1. MSSA Board

**PERFORMANCE RESPONSIBILITIES:**

**Programs and Services:**

1. Promote and expand programs according to established mission, goals, needs assessments and past practices, including the “Consortium” conference schedule.

2. Annually plan programs in a timely manner and implement them effectively.

3. Annually evaluate each program and report those findings to the board.

4. Annually review and update the "Rural Policy Handbook" and make it available to consortium membership.

5. Annually review and update MSSA curriculum. This shall be done in accordance with the established K-12 Curriculum Review Schedule.

**Finance:**

1. Annually plan and maintain an operating budget and stay within it during the year.

2. Annually maintain a positive cash flow during the year.

3. Periodically have a financial review (audit) conducted on MSSA finances.

4. Annually plan and present a budget to the board that adequately funds the mission of the MSSA.

**Human Resources and Public Relations:**

1. Annually hire, maintain and evaluate effective staff, contractors and volunteer force.

2. Annually contract with presenters and professional staff as needed in consult with the Office Manager.

3. Regularly communicate with membership via email, newsletters, website.

4. Regularly communicate with the founding organizations: U of M Western, MSU-Bozeman, MACSS, MTSBA.

5. Maintain a positive relationship with OPI, Governor’s Office, Montana Legislature, Educational Leadership Organizations and related professional organizations in Montana.

6. Promote and maintain positive relationships with our Federal Legislative Delegation in Washington.

7. Be actively involved in the NREA, NREAC.

8. Maintain an active board and inform them regularly of activities.

**Facility:**

1. Regularly insure that the facility is professional and safe for work in consult with the Office Manager.

2. Regularly maintain and implement technological changes that can enhance the operation of the MSSA. I.E. (website, computer technology and office equipment) in consult with the Office Manager.

3. Maintain and update the MSSA website.

**TERMS OF EMPLOYMENT/SALARY:**

1. Independent Contractor (1099)

2. Annually determined by the MSSA Board.

**EVALUATION:**

1. Performance will be evaluated annually by the MSSA Board.