



Montana Small Schools Alliance

220 North Montana Street
Dillon, MT 59725

www.mt-ssa.org

(406) 988 - 0164 (Office)
(406) 988 - 0148 (Fax)

**Montana Small Schools Alliance
220 North Montana Street
Dillon, Montana 59725**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE:

October 1, 2021

POSITION:

Executive Director of the Montana Small Schools Alliance

APPLICATION DEADLINE:

Until filled. First screening November 1, 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:

Linda Marsh, Interim Executive Director, MSSA
220 North Montana Street
Dillon, MT 59725
406-988 - 0164 (office)
(406) 988 - 0148 (fax)
406-925-1659 (cell)
lindam@mt-ssa.org

Position Details:

- Position begins January 1, 2022.
- Position is 0.6 FTE.
- Base Salary: \$52,000 for 2021-2022. (\$26,000 for remainder of 2021-2022 school year.)
- Not TRS reportable.
- See attached position description.
- Submit your application via email.
- Contact Linda Marsh by cell (406) 925-1659 or email (lindam@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) or employee as mutually negotiated.
2. Annually determined by the MSSA Board.

EVALUATION:

<i>College of Education Health and Human Development MSU, Bozeman</i>	<i>Montana Association of County School Superintendents</i>	<i>Montana Rural Education Center UM-Western</i>	<i>Montana School Boards Association</i>
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1. Performance will be evaluated annually by the MSSA Board.