

# Davey Elementary School District #12

**Job Title:** Elementary Teacher  
**Start Date:** August 2024  
**Duration:** 2024-2025 school year

Employer has a need for elementary teacher for rural school who could be teaching grades K-3 or 5-8 with 4th grade yet to be determined. Must be Montana certified to teach elementary level K-8. Will be teaching approximately 5-10 students in a modern school with a small rural setting. This is a great opportunity for a first-year teacher as well as for any teachers wanting to experience a rural school environment. School is located 7 miles southeast of Havre, Montana. School week is four-days, Monday-Thursday, with the school day from 8:00 a.m. to 4:10 p.m. for the regular school year. A first-year teacher starting salary is \$33,930 or salary TBD upon experience. Benefits include retirement, sick leave, and personal leave. Position is open until filled.

REPORTS TO: County Superintendent/Board of Trustees

## **Application Procedure:**

To apply, submit the following:

- (1) a cover letter
- (2) a college transcript(s)
- (3) a current resume
- (4) a completed District Application
- (5) the names, addresses, telephone numbers and email addresses of three current professional references
- (6) a current Montana background check

An application packet addressing all of the above listed items is highly encouraged. Missing materials and/or information may not be requested and may result in your application not being considered for the position.

Contact following for application packet:

Serena Dawson  
Business Manager/District Clerk  
P.O. Box 1829  
Havre, Montana 59501  
(406)265-6970 or email to: [daveyclerk12@gmail.com](mailto:daveyclerk12@gmail.com)

## **Desired Minimum Qualifications:**

- Valid Montana Teaching certificate with proper endorsement
- Ability to teach multi grade levels
- Ability to write reports and business correspondence
- Ability to effectively present information and respond to questions from students, parents, staff and the community
- Ability to handle stressful situations
- Ability to maintain confidentiality of employment and student matters
- Ability to effectively manage students and classroom responsibilities
- Ability to operate computers and standard business office equipment
- An understanding of Infinite Campus as a reporting tool of OPI.