



Stanford Public Schools

Judith Basin County- District #12

P.O. Box 506

104 4th Avenue South

Stanford, MT 59479

406-566-2265

Pax Haslem, M.Ed.

Superintendent

406-707-0389 mobile

pax.haslem@stanford.k12.mt.us

May 1, 2025

Employment Posting

Stanford Public Schools is looking to fill the following full time positions immediately:

Business Manager/District Clerk

Please send a letter of interest and resume to Superintendent Pax Haslem at pax.haslem@stanford.k12.mt.us. For questions, please contact Mr. Haslem at 406-707-0389.

Business Manager. Under the direction of the Superintendent and School Board, this position is responsible for the district finances, state and federal reporting, budget preparation, fund accounting, insurance programs, payroll/benefits, and other support of the business functions of the district. The position traditionally includes responsibilities as the District Clerk for the Board of Trustees.

Requirements: Degree in accounting or finance plus business office experience with the knowledge of Microsoft Office applications.

Salary is determined upon experience ranging from \$45,000 - \$60,000.

Faculty Housing is available and negotiable.

Stanford is a small rural community nestled in central Montana between Great Falls and Lewistown. Teacher to student ratios are 1:7 with just over 100 students preschool thru 12th grade.