Davey Elementary School District #12

**Job Title: Elementary Teacher**

**Start Date: August 2023**

**Duration: 2023-2024 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

***\*Contingent upon Board approving 2023-2024 school calendar***

***\*\*Subject to increase with ongoing salary matrix updating.***

**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.