

To apply:

Please see our employment page at <https://www.mooreschoolmt.com/employment.html> for the certified application packet and additional information.

Please fully complete all pages of the application. Furnishing information on the application is mandatory unless otherwise stated. Do not complete the application by stating “see attached resume.” Incomplete applications may be disqualified.

The following application material must be submitted to be considered:

1. A completed Application Form
2. A cover letter
3. Any professional licenses or certifications
4. Letters of recommendation (preferably three)

- Application materials may be submitted in person, by mail, fax, or email.
- Please note that application and supporting materials will not be returned.
- Background checks will be performed on all candidates. The Disclosure and Authorization to Release Information form and Affirmative Action Information will be kept separate and apart from the application during the screening process.

Moore Public Schools

Phone: 406-374-2231

c/o Board Chair, Rana Wichman

Fax: 406-373-2490

509 Highland Ave

email Board Chair: Rana.Wichman@moore.k12.mt.us

Moore, MT 59464

Moore Public Schools is seeking a Business Manager/Clerk for the 2024-25 school year. Salaries and insurance benefits are based on experience and can be negotiated. The job description is available upon request.

Moore is located in beautiful central Montana, just west of Lewistown, near Eddie's Corner. You can enjoy all four seasons with ample outdoor recreation opportunities.

We operate on a 4-day school week and have a small and intimate education setting with 65 students PreK-12. Our dedicated staff, community and Board work well together, to fulfill our District's Mission and Vision.