



# Malta Public Schools

*"Home of the Mustangs & M-Ettes"*

*"A Tradition of Excellence"*

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Dear Superintendent Candidate,

Thank you for your interest in Malta Public Schools. Below are requested documents to complete the application process. **The closing date for applications is March 6, 2026.** Once the closing date has been reached, all applications will be reviewed and final applicants will be invited for the interview process.

## **Application Requirements**

- Cover Letter
- Resume
- At least 3 Letters of Reference
- Transcripts
- Certificates

## **What We're Looking For**

- Community visibility
- Transparent communication
- Strategic planning
- Facilities leadership
- Student-centered decision making

## **Applications**

Applications can be mailed to:

Malta Public Schools

Attn: Kyle Kluck

PO Box 670

Malta, MT 59538

Email in a Single PDF format please:

[kkluck@maltaschools.org](mailto:kkluck@maltaschools.org)

CC [hknowles@maltaschools.org](mailto:hknowles@maltaschools.org)

## **Contact Information**

For questions, please contact:

Heathyr Knowles – District Clerk

406-654-1871



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## Superintendent of Schools

### Position Summary

The Superintendent serves as the chief executive officer of Malta Public Schools and is responsible for providing leadership, management, and vision to ensure the effective operation of a rural, community-centered school district. The Superintendent oversees instructional programs, personnel, district operations, facilities, and finances while fostering strong relationships with students, staff, families, and the community. This role requires high visibility, collaborative leadership, and a commitment to continuous improvement aligned with the Board's goals and local priorities.

### Qualifications

- Valid Montana Class 3 Administrator License with Superintendent Endorsement.
- Master's degree or higher in Educational Leadership, Administration, or related field.
- Successful experience in school administration; prior superintendent or district-level leadership experience preferred.
- Demonstrated knowledge of school finance, facilities management, school law, personnel management, curriculum, and community engagement.
- Such additional qualifications as the Board of Trustees may deem appropriate.

### Reports To

The Malta Public Schools Board of Trustees.

### Supervises

- Building Principals
- District Clerk and Assistant Clerk
- Activities Director
- Director of Maintenance
- IT Director
- Other personnel as assigned

## Essential Duties and Responsibilities

### 1. Board Relations & Leadership

- Serve as the chief executive officer of the district, implementing policies and directives of the Board.
- Provide the Board with timely, relevant information to support informed decision-making.

- Prepare Board agendas in consultation with the Board Chair and ensure appropriate background materials are provided.
- Recommend new or revised policies and advise the Board regarding district needs, concerns, and opportunities.
- Maintain open, honest, and professional communication with the Board at all times.

## **2. Community Relations & Visibility**

- Serve as the primary spokesperson and public ambassador for Malta Public Schools.
- Build and maintain strong relationships with families, community organizations, agricultural stakeholders, civic groups, and local government.
- Be a visible, approachable leader at school functions, community events, and activities.
- Strengthen trust and transparency through clear, proactive communication with the community.
- Promote the district's achievements, needs, and goals to ensure sustained community support.

## **3. Strategic Planning & Continuous Improvement**

- Lead the development, implementation, and monitoring of district-wide strategic goals.
- Use data, research, and stakeholder input to drive continuous improvement.
- Align district resources and personnel to achieve Board-established goals and improve student outcomes.
- Foster a culture of innovation and high expectations for students and staff.

## **4. Educational Leadership**

- Ensure high-quality instructional programming across all grade levels.
- Support principals and staff in developing strong curriculum, instruction, and assessment practices.
- Promote safe, inclusive, and engaging learning environments.
- Oversee special education, technology, and support services to meet diverse student needs.

## **5. Facilities Planning & Operations**

- Oversee effective maintenance, operation, and long-term planning for district facilities, fields, and infrastructure.
- Collaborate with the Director of Maintenance to ensure safe, efficient, and well-maintained buildings.
- Lead or support facility improvement projects, long-range facilities planning, and bond/levy initiatives if applicable.
- Ensure facility use aligns with educational objectives and supports community needs.

## **6. Finance, Budgeting & Resource Management**

- Provide leadership in the development and management of the annual budget.
- Work closely with the District Clerk to ensure accurate financial reporting, adherence to state requirements, and responsible stewardship of district funds.
- Ensure proper internal controls and compliance with Montana law and Board policy.
- Communicate financial conditions clearly to the Board and community.

## **7. Personnel Leadership & Human Resources**

- Recruit, develop, support, and retain high-quality staff across the district.
- Oversee hiring recommendations for all certified and classified staff.
- Establish expectations for effective supervision and evaluation of personnel.
- Promote positive staff relations, morale, and professional growth.
- Ensure compliance with state certification requirements, collective bargaining agreements, and employment laws.

## **8. District Operations & Compliance**

- Ensure compliance with federal, state, and local laws, regulations, and reporting requirements.
- Develop and maintain administrative procedures necessary for efficient district operation.
- Manage transportation, food service, technology, and other operational systems through appropriate supervisors.
- Act on urgent matters requiring immediate decision-making when Board policy does not provide guidance.

## **Physical Requirements**

The position requires:

- Frequent sitting, standing, and walking.
- Occasional lifting up to 10 pounds.
- Adequate hearing and speech to communicate effectively.
- Ability to travel between district buildings and attend events within the community.

## **Terms of Employment**

- **260-day contract**
- **Salary** set by the Board of Trustees
- **Benefits** provided according to Board policy
- **Contracted employee**, with preference for a **three-year contract**, renewable at the Board's discretion
- Work year, conditions, and other terms as established by the Board