



## Arrowhead School

P.O. Box 37 — Pray, MT 59065 — 406.333.4359 — Fax 406.333.4975 — [www.arrowheadk8.org](http://www.arrowheadk8.org)

### VACANCY NOTICE

#### **K-8 Teacher**

- LOCATION:** Arrowhead Elementary District #75
- SALARY:**
- Depending on Experience (\$33,764 - \$48,140)
  - District insurance contribution towards health, dental, and/or vision
  - All new certified staff shall be given full step credit on the salary schedule for up to (10) years of teaching experience in any school district.
- CLOSING DATE:** Until Filled
- QUALIFICATIONS:**
- Is able to work effectively and build rapport with a wide variety of K-8 students with different abilities and engagement levels.
  - Is able to develop strong relationships with students and work well with staff. Has experience with teaching elementary and/or middle school.
  - Has familiarity with the Montana Common Core for the instruction of all ELA and Math preferred.
  - Has a willingness to perform a variety of assignments within the elementary school curriculum.
  - To provide diversity endorsement preferred but not required (ie. Special Education, Physical Education, Art, Music.)
- REQUIRED:** MT Teaching Certificate, or the ability to be certified by the start of the 2025-2026 school year
- SUBMIT:**
- Letter of Interest  
Arrowhead District Application  
Resume  
Three (3) letters of recommendation  
Transcripts (copies)  
Current Montana Teaching Certificate
- SUBMIT TO:** Johanna Osborn, Principal, [josborn@arrowheadk8.org](mailto:josborn@arrowheadk8.org), or  
Arrowhead Elementary  
PO Box 37  
Pray, MT 59065
- POSTED:** March 21, 2025

Application may be found on the Arrowhead Elementary School district website [arrowheadk8.com](http://arrowheadk8.com)

*NON-DISCRIMINATION DISCLOSURE: The Arrowhead School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, veteran or military status, disability, or the use of a trained dog guide or service animal in employment, educational programs or activities.*



## ELEMENTARY SCHOOL TEACHER JOB DESCRIPTION

REPORTS TO: PRINCIPAL

FLSA Designation: Exempt

---

### UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### ESSENTIAL FUNCTIONS:

Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.

Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.

Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.

Conducts standardized tests in accordance with District policies and law.

Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. May prescribe extra assignments, detention, or loss of playground privileges in cases of student misconduct.

Shares with other teachers and aides lunchroom duties and responsibility for monitoring halls and recess periods.

Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.

Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention which appears warranted.

Reports cases of suspected child abuse according to state law.

Complies with Board policies, rules, regulations, and directives.

Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.

Participates in faculty meetings, educational conferences, professional training seminars, and workshops.

Supervises classroom aides and volunteers.

*Only minimum duties are listed. Other functions may be required as given or assigned.*



**DESIRED MINIMUM QUALIFICATIONS:**

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- 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 time and responsibilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*



## Arrowhead School

P.O. Box 37 – Pray, MT 59065 – 406-333-4359 – Fax 406-333-4975 – [arrowheadk8.org](http://arrowheadk8.org)

### JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position:

Position: ELEMENTARY TEACHER

Revision Date: April 1, 2024

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the District without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or School Board.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)