

# THREE FORKS PUBLIC SCHOOLS

School District No. J-24 . 212 East Neal . Three Forks, MT 59752

Jeff Elliott, Superintendent 285-6830  
Steve Fanning, Elementary Principal 285-6830  
Lisa Morgan District Clerk 285-6830  
Laurie Mack, Elementary Secretary 285-6830  
Elementary Fax 285-3216



Justin, Helvik, High School Principal 285-3503  
Gayla Sieler, High School Secretary 285-3224  
Paula McDonald, Middle School Secretary 285-3224  
Dale Kober, Board Chairperson 285-6830  
High School Fax 285-3503

February 4, 2019

## Three Forks Elementary Job Announcement

**Regional Information:** <http://www.threeforksmontana.com/>

**Salary: starting \$11.51**  
**Closing Date: until filled**

### **Job Description:**

- Elementary School Para-educator Position(s). Anticipated start date: February 18, 2019
- School: Three Forks Elementary School
- Recruitment: Open to the Public

### **Job Responsibilities:**

Assists TFES teaching staff with appropriate grade-level curriculum as outlined by Three Forks Elementary School through a partnership with the Montana Educational Consortium. The successful candidate will need to reinforce TFES's detailed effective classroom management plans, safety procedures, and behavior expectations, experience with MBI in the elementary setting is a plus. The successful candidate will need to work creatively and cooperatively to establish positive relationships with colleagues and students. Performs other duties as assigned by the building Principal, which may include, but are not limited to the following: recess/supervision duties and school-wide projects and activities.

### **Qualifications:**

Reports To: K-5 Principal

1. Job Goal: To establish an effective rapport with staff and students while assisting with the development of student skills that are fundamental at the primary level.
2. Experience working in an elementary school setting is preferred. Experience with technology would be beneficial to the candidate.

### **Candidates Need to Submit The Following Information:**

1. Letter of Interest for the position to: (Steve Fanning K-5 Principal)
2. Resume
3. District Application (The application can be found at the following URL: <http://tfschools.com> )
4. 3 Letters of Recommendation (optional)

**\*\*Please send all application materials to Steve Fanning:**

**Contact Information:**

Steve Fanning, Elementary School Principal

**Phone:** 406-285-6830

**Fax:** 406-285-3216

212 East Neal

Three Forks, Montana 59752

This district DOES NOT accept the online Montana Jobs for Teachers Universal Application.

*The Three Forks School District is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, national origin, gender, disability, or age.*