



# Amsterdam Elementary School

6360 Camp Creek Rd  
Manhattan, MT 59741



(406) 282-7216  
[www.amsterdamschool.org](http://www.amsterdamschool.org)

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## POSITION ANNOUNCEMENT

Position: K-6 Principal with Superintendent Duties  
(0.8 FTE Principal/0.2 FTE Superintendent)  
Type: Certified  
Date Posted: February 17, 2026  
Closing Date: Open until filled  
Initial screening of applications March 16, 2026  
Starting Date: July 1, 2026

Amsterdam School District is seeking qualified applicants for the position of Elementary Principal with Superintendent duties for the 2026-2027 school year. The Amsterdam/Churchill community is very supportive of the school. Staff and families work together to support high academic achievement while meeting each student's unique, individual needs. The district's vision is to support quality rural education where all students develop a life-long love of learning. Amsterdam School received the National Blue Ribbon School Award in 2023 and continues striving to serve its students. The school is located 8 miles south of Manhattan and 18 miles west of Bozeman.

Description: This position is to act as chief administrator of a single school district serving K-6 students and administer the general education program under a 210-day contract. Responsible for approximately 22 staff (15 certified & 7 classified) and 128 students. Health benefit package available; competitive salary

### QUALIFICATIONS:

- Masters degree in Educational Administration
- Current Montana Administrator's Certificate (Principal)
- Superintendent endorsement (or ability to obtain certification)
- At least 3 years of teaching experience
- Able to perform the duties of a school administrator in a consistent and proficient manner
- Able to work with students and adults
- Able to make meaningful decisions on a consistent basis under pressure

## ESSENTIAL FUNCTIONS:

- Develop and administer a quality educational program within the guidelines, philosophy, goals, and standards developed by the Board of Trustees and the Office of Public Instruction.
- Evaluates the effectiveness of all phases of school programs, including but not limited to curriculum, instruction, books, materials, equipment, supervision, administration, business procedures and school finance, personnel procedures, auxiliary services
- Monitors classroom instruction and evaluates performance of teachers and professional staff. Observes, confers, and writes the evaluations of teachers and staff.
- Acts as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.
- Holds frequent meetings and conferences with teachers, students, and parents to deal with educational, behavioral, and discipline issues.
- Develops and maintains good working relations with community organizations and leaders.
- Oversees, runs, and organizes professional development and committee meetings
- Coordinates the programs, master schedule, rules and regulations
- Keeps accurate and permanent records of all students enrolled in the building.
- Conducts emergency preparedness drills as required by law.
- Works closely with the business manager in the preparation and implementation of the school budget.
- Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.
- Maintains a visible presence in the building and playground to enforce safety and security standards for students and faculty.
- Responsible for safety and discipline of students.
- Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.
- Responsible for district curriculum review and adherence to state standards
- Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.

This job description is not intended to be all-inclusive, and the employee will also perform other duties as assigned by the Board of Trustees. Only minimum duties are listed. Other functions may be required as assigned.

## REQUIRED MATERIALS TO APPLY

- Certified Admin. Application
- Letter of Interest
- Resume
- 3 Current Letters of Recommendation
- Copies of all transcripts
- Copy of Licenses/Certifications

Email complete application packet to:

[amaresjones@amsterdamschool.org](mailto:amaresjones@amsterdamschool.org)

or

Mail all materials to:

Amsterdam School District

c/o Ashley Mares Jones

6360 Camp Creek Road

Manhattan, MT 59741