MANHATTAN PUBLIC SCHOOLS

VACANCY ANNOUNCEMENT

JOB TITLE:
Long-Term Substitute Teacher - Kindergarten

COMPENSATION:
$130 daily for days 1-35, $258.17 daily thereafter contracted.

POSTING DATE:
10/26/2026

START DATE:
03/08/2027

POSITION SUMMARY:
Substitute teacher who is certified and K-8 endorsed in the state of Montana and is capable of teaching students with a wide range of abilities in Kindergarten. This position will follow existing lesson plans and classroom routines while maintaining a positive and supportive learning environment.

DESIRED MINIMUM QUALIFICATIONS:
Successful applicants will be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, be expected to follow the Standards of the Montana Office of Public Instruction (OPI), help to create and teach lesson plans in core subjects; maintain classroom routines and expectations to ensure a safe and respectful environment; monitor student progress and provide feedback as needed, communicate with students, families, and support staff as appropriate; and collaborate with grade-level team and administration to support continuity of learning.

REPORTING RELATIONSHIP:
Reports to the elementary building Principal.

TERMS OF EMPLOYMENT:
1. Contract is based on a 4-day school week, Monday through Thursday, planned to begin March 8 through the end of the school year.
2. Position qualifies for retirement benefits.

CLOSING DATE:
Open Until Filled

EQUAL EMPLOYMENT OPPORTUNITY:
Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE:
Complete a certified application which is available on the school website www.rollontigers.org/employment or in the Manhattan School District Office. Please provide your application, resume, three letters of recommendation, along with a copy of your teaching certificate and transcripts to Manhattan District Office, or you may email or mail your documents. Please address all documents to Wes Kragt, Elementary School Principal. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.

CONTACT INFORMATION:
Email all application materials to info@mhstigers.org or mail to Manhattan School District Office, Attn: Wes Kragt, Elementary School Principal, PO Box 425, Manhattan, MT 59741.