POSITION VACANCY ANNOUNCEMENT
MERGED MISSOULA CLASSIFIED EMPLOYEES ORGANIZATION
MEA/NEA, MFT/AFT,AFL-CIO

DATE POSTED:	**January 26, 2018**		
SCHOOL	**POSITION**	**HOURS/DAYS**	**CLOSING DATE**
LEWIS AND CLARK	KITCHEN HELPER	5 HRS/DAY, 179 DAYS/9 HOLIDAYS	**Until Filled**
ELEMENTARY SCHOOL		$10.31 - $11.36 (depending on placement on salary schedule)	
		7:45 AM to 12:45 PM, Monday-Friday	
		PERS	

To apply for Classified employment with Missoula County Public Schools applicants: (1) must submit a complete MCPS Online Application and all required application materials, and (2) must use the online application system to apply for the specific open position(s).

Click on "EMPLOYMENT OPPORTUNITES" to view and apply for an open vacancy.

To log into the MCPS On-Line Application go to www.mcpsmt.org and select the "Employment" tab where you will find directions that will guide you through the process.

Only complete applications are considered for open positions. All required application materials must be received by the closing date for the posted vacancy.

Other important information:

To access the MCPS online application system go to www.mcpsmt.org and select the "Employment" tab where:

1.) An email address is required to complete the application.

2.) It is highly recommended you have ALL necessary information ready and at hand PRIOR TO beginning the application.

3.) Possible required attachments examples: Cover letter, resume, transcripts, test scores, letters of recommendation
(District employees wishing to use previously submitted transcripts or test scores may contact Mary Kincaid ext: 1035 in HR to scan and email those documents to you.
(To prepare for upload, scan and save the required attachments, separately, to your desktop.)

4.) You must TAB through the application. DO NOT use the "refresh" or "back" buttons while completing your information or your information will be lost.

5.) The system will check for errors as you complete the application. Errors will be noted with a red asterisk* and the page will require you complete the field(s) prior to proceeding.

6.) Certain fields require specific formats. Please note the formats as applicable (i.e. dates, phone numbers, etc)

7.) Complete each section/page of the application and click "Next Section'; at the bottom of each section/page to save & proceed.

8.) The last step is to "SUBMIT" the application.

If you have questions, need additional assistance, or need accommodations to enable you to complete the application process, please contact 406-728-2400, ext. 1035.

AN EQUAL OPPORTUNITY EMPLOYER