

IN HOUSE and OUT TO PUBLIC CONCURRENTLY POSITION VACANCY ANNOUNCEMENT
 MERGED MISSOULA CLASSIFIED EMPLOYEES ORGANIZATION
 MEA/NEA, MFT/AFT, AFL-CIO

APPLICATION POOL			
DATE POSTED:	JUNE 26, 2017		
SCHOOL	POSITION	HOURS/DAYS	CLOSING DATE
DISTRICT WIDE	PARA EDUCATORS* •Resource •Extended Resource •Life Skills •SLP (Structured Learning Program)	•Positions range from 4.5 to 7 hours per day. •181 days/9 holidays •Positions that are 6 or more hours per day are eligible for full medical & dental benefits. •\$12.52 - \$13.87 (DOE) •Ext. Resource, Life Skills, & SLP positions receive a 25 cent per hour differential. •TRS	September 1, 2017
<i>*Para Educator positions with Missoula County Public Schools require two years of post-secondary education or certification in MCPS-recognized training is required.</i>			
Applications will remain active until September 1, 2017, however positions may be filled earlier on an "as needed" basis. Applications will be considered for any openings regarding this posting on an on-going basis until September 1, 2017.			
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.) Required attachments examples: Cover letter, resume, transcripts.			
(District employees wishing to use previously submitted transcripts 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 728-2400 x1035.			
AN EQUAL OPPORTUNITY EMPLOYER			