

**MISSOULA COUNTY PUBLIC SCHOOLS VACANCIES OPEN TO THE PUBLIC**

OPENED		
October 2, 2017	Middle School Girls Basketball Coach - 8th Grade October 11 - November 20, 2017	Washington Middle School
<b>JOB DESCRIPTIONS ARE AVAILABLE UPON REQUEST FROM THE HUMAN RESOURCES OFFICE</b>		
<b>CLOSING DATE: UNTIL FILLED</b>		
<b>APPLICATION PROCEDURE FOR NEW APPLICANTS</b>		
All applicants must submit an online application and all required application materials, paper and electronic.		
<p><b>To access the MCPS online application system go to <a href="http://www.mcpsmt.org">www.mcpsmt.org</a> and select the "Employment" tab:</b></p> <ol style="list-style-type: none"> <li>1) Please click the link on the District website welcome page for detailed instructions.</li> <li>2) An email address is required to complete the application.</li> <li>3) It is highly recommended you have ALL necessary information ready and at hand <b>PRIOR TO</b> beginning the application.</li> <li>4) Required attachments include: resume, cover letter, three (3) letters of recommendation and transcripts, HS Diploma, or GED, whichever is applicable) (District employees wishing to use previously submitted transcripts may contact Mary Kincaid in HR to scan and email those documents to you. (To prepare for upload, scan and save the required attachments, separately, to your desktop.)</li> <li>5) You must <b>TAB</b> through the application. DO NOT use the "refresh" or "back" buttons while completing your information or your information will be lost.</li> <li>6) 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.</li> <li>7) Certain fields require specific formats. Please note the formats as applicable (i.e. dates, phone numbers, etc)</li> <li>8) Complete each section/page of the application and click "Next Section"; at the bottom of each section/page to save &amp; proceed.</li> <li>9) The last step is to "SUBMIT" the application. If not submitted, the application will not be saved.</li> </ol>		
Web Site: <a href="http://www.mcpsmt.org">Http://www.mcpsmt.org</a>	Equal Opportunity Employer	