

..... Lewistown Public Schools

EMPLOYMENT OPPORTUNITY

SUPERINTENDENT / HR ADMINISTRATIVE PROFESSIONAL



JOIN OUR TEAM

QUALIFICATIONS:

EXPERIENCE: 2+ years in administrative, operations or office coordinator role

EDUCATION: High School Diploma or HSED required; Associate's Degree preferred

TECH STACK: Dual fluency in Microsoft 365/Office & Google Workspace

DIGITAL PRESENCE: Experience managing social media profiles & coordinating basic digital engagement or updates

SUPERINTENDENT / HR ADMINISTRATIVE PROFESSIONAL

Starts at \$18.78/hr | Full-time, 12 months/year

Retirement Benefits | Paid Leave | Health & Dental Insurance

IN THIS JOB, you will perform executive **RECEPTIONIST**, **SECRETARIAL** and **CLERICAL** tasks as well as **PERSONNEL** duties. Full job description available at link below.

Apply online at <https://lewistown.schoolspring.com/>

For more information, contact Brad Moore,
Superintendent, at the Lincoln Building (215 7th Ave S)

Brad Moore: (406) 535-8777 ext 1112

