Miles City Public Schools is currently looking to fill a combination position of Administrative Assistant to the superintendent and Information Specialist for the Administration Office.

Miles City Unified School District Job Description EMPLOYEE: PUBLIC INFORMATION SPECIALIST REPORTS TO: Superintendent and/or his/her designee UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER It is the expectation of the District that each staff member will: (1) put the safety, health and wellbeing of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District’s Strategic Plan. ESSENTIAL FUNCTIONS: Gathers and edits information for releases to the District website, media outlets, and/or social media. Prepares, under the direction of the superintendent, news releases, articles, and other publications regarding activities of the District and other educational information. Prepares, under the direction of the superintendent, brochures promoting school offerings, activities. Arranges and schedules tours of all facilities and programs. Maintains a current inventory of the District’s audio-visual equipment and a sign-in/out system for the use of this equipment. Including: • All certified interview recordings • All board meetings beginning on or before July 1, 2024. Attend monthly board meetings to make an audio and video recording of the meeting. Download, format, archive and/or post all recordings produced in conjunction with interviews and board meeting recordings. In coordination with the superintendent and his/her administrative assistant, prepare monthly paperless board packets for electronic transfer to board members and post material to the District website. Additionally, post approved minutes from each board meeting, within five days of their approval, to the District website. In coordination with the IT department, maintain District-purchased devices for board member use including at board and committee meetings. In coordination with the IT department, initiate and maintain data privacy agreements as per Online Protection for Pupils (20-7-1325, MCA) and Pupil Records—Online Privacy Protection (20-7-1326, MCA) laws

In addition to those duties, the admin assistant portion would include:

Limited amount of arranging travel for superintendent and/or board members

Answering phone and greeting in-office visitors

Maintaining office files including: personnel files, credential files, new hires, resignations, terminations, substitute file (maintain up-to-date list and call sheet for District secretaries)

Advertising for job openings

Operate office machines: photocopier, fax machine, postage machine, computer

Open and distribute mail

Schedule car/minivan requests

Fall and Spring ANB reports (2x/year)

Prepare and Maintain: contracts, personnel directory, reader board

Interested parties may contact [mbrown@milescity.k12.mt.us](mailto:mbrown@milescity.k12.mt.us) or call 406-234-3840 for more information.