



Crosslake Community Schools
35808 County Road 66
Crosslake MN 56442
218-692-4769

Crosslake Community Schools Job Description

Position:

Executive Assistant (current Administrative Assistant)

Location:

Crosslake Community Schools
Crosslake Minnesota

Immediate Supervisor:

Director of Seat Based Learning

Position Summary:

This multifaceted position performs the role of the Seat-Based Director's Executive Assistant. Represents the Board of Education.

Position Duties and Qualifications:

- Excellent oral and written communication skills.
- Strong organizational skills with many and varied tasks.
- Detail oriented and self-directed.
- Ability to multitask and prioritize deadlines.
- Maintains confidentiality.
- Energetic and positive spirit and commitment to working as a team player.
- Proficient with Google Suite (Docs, Sheets, Calendars, etc.), typing, and easily learning new applications.
- Effectively manage multiple priorities simultaneously; taking work direction from multiple staff who have a high sense of urgency and short timelines
- Greet visitors daily, connects with students, supports families, and assists staff with polite and professional assistance. (move to Administrative Assistant)
- Accurate proofreader for spelling, grammar, and layout, making appropriate changes to documents. Responsible for accuracy and clarity of final copy.
- Provides general administrative and clerical support for day-to-day operations.
- Anticipate needs and takes initiative.
- Reporting directly to the Director of Seat-Based Learning providing operational and administrative support and performs functions that require a thorough knowledge of school policies, procedures, and operations.
- Email messages through JMC software to families. (move to Administrative Assistant)
- Keep master book of forms up to date.

Attendance (move to Administrative Assistant)

- Records and verifies daily student attendance. (move to Administrative Assistant)
- Sends daily correspondence to staff regarding attendance and alternate plans for students. (move to Administrative Assistant)
- Verify all unexcused absences have been verified. (move to Administrative Assistant)

- Contact parent/guardian concerning absence of student.
- Attendance tracking -executive duties - reports attendance concerns to Director of Seat-Based Learning.

Board of Education Duties

- Responsible for all aspects of coordination and compliance of Board of Education meetings and work sessions.
- Schedules Google Meet for all Board of Education related meetings.
- Prepares, distributes, and posts all Board of Education materials including but not limited to agendas, materials, and packets in Boardbook, all supporting written materials and the appropriate recording keeping and archiving system of said materials.
- Keep current with all governance and management operations based on observations, legislative changes, and/or as reflected in best practices.
- Ensures strict confidentiality on various recommendations and communications regarding student, personnel, and data privacy issues.
- Helps the Board of Education adhere to compliance with applicable rules and regulations set in Bylaws regarding Board and Board committee matters.
- Attend Board of Education meetings as the recorder; prepare minutes of the meeting and post minutes to website.
- Record all Board of Education meetings and post records to website.
- Be familiar with Open Meeting Law.

Board of Education Policies and Procedures

- Ensures all Board of Education policies are reviewed with appropriate action according to the established schedule.
- Keep current all Board of Education Policies
- Adheres to the procedures for adoption and/or amendment of Board policies and administrative regulations.
- Provides updated policies for Board of Education review and is responsible for assisting with all updates.
- Keep current Board of Education google folder all policies and posting updated on the school's website.
- Maintain listing of renewal dates for policies.
- Review MNSBA for updated policies.
- Cross reference policies to verify CCS is using policy documented in all policies.

Building Use (move to Administrative Assistant)

- Schedule building use request on calendar.
- Coordinating building use with appropriate staff including communicating custodial needs, food service, classrooms, etc., making building activity arrangements so that building activities are effectively coordinated and implemented.

Calendars (move to Administrative Assistant)

- Schedule/maintain calendar of events/activities.
- Schedule event on appropriate calendar(s).

District Assessment Coordinator (move from Administrative Assistant)

- Schedule, purchase, monitor all facets of district assessments
- Administer or confirm administration of all district assessments
- Oversee operation of testing, MCA, ACT, STAR, and any other school-wide tests that may be added
- Determine, with Special Education and relevant classroom teachers/coaches, accommodations for all tests early in the school year and enough time before each test to accomplish the needed accommodations
- Work with the Online Director to establish testing sites throughout the state to accommodate online learners and identify testing monitors to oversee testing
- Travel to/from testing sites throughout the state to monitor testing if needed

- Provide access or run all assessments for teachers and staff as needed
- Submit all reports in a timely manner, track all data and provide relevant reports to staff
- Coordinate with teachers, IT and other staff regarding assessments.
- Attend DAC meetings provided by MDE and Sourcewell (move to Executive Assistant).

Drills

- Familiarity with security system.
- Coordinates and records fire, tornado, and lock down drills as specified by the State of Minnesota.
- Coordination with Seat Based Director, Crisis Team and Administrative Assistant)

Election Judge (along with two other staff members)

- Elected as Election Judge by the Board of Directors.
- Thorough knowledge of standard election materials; knowledge of Bylaws, and election timeline.
- Prepare correspondence to families, biographies of candidates, and ballot.

Epicenter (along with Office Manager)

- Provide documentation timely to Osprey Wilds as needed.

Fieldtrips/Transportation (move to Administrative Assistant)

- Receive fieldtrip request form.
- Schedule fieldtrip on calendar.
- Order transportation for the fieldtrip.
- Communicate to staff all fieldtrip details.

Marketing

- Maintain school brochure.
- Prepare documents for marketing upcoming events.
- Provide Crosslake Communications with flyer for their local Channel 12.
- Provide press releases to The Northland Press.

Online Administrative Assistant (move to Online Learning)

- Provide administrative support to the Online Learning Program.
- Mail truancy letters.
- Mail IEP, Prior Written Notice, and other requested information to families.
- File appropriate documents in student's files
- Prepare graduation diplomas.
- Distribute K-5 grades textbooks.
- Transfer student records as requested.

Record Retention of Student Records

- Become familiar with record retention policy for prior students.
- Prepare student file for scanning.
- Scan file and verify for accuracy.
- Shred student file after verifying scan.

Security

- Monitor secure doors to allow entrance into the building.
- Quick access to video cameras.
- Receive requests from staff regarding an incident to view with video cameras.

Student Records (move to Administrative Assistant)

- Create student file and hanging file.
- Maintain student's records.
- Transfer student records upon request to new school.

Telephones (move to Administrative Assistant)

- Records/maintains voicemail greetings.
- Responsible for checking voicemails throughout the day.
- Answers phone calls efficiently and friendly.
- Make announcements using intercom system.
- Keep staff extension listing current.
- Familiar with telephone system.

Volunteers (move to Administrative Assistant)

- Obtain background checks on all volunteers.
- Keep database current with all volunteers.

Website and Social Media

- Update Board of Education meetings and Board directed committee meetings in conjunction with Open Meeting Law on website
- Keep website up to date.
- Keep Facebook account active.

Youngest and Onlies (move to Administrative Assistant)

- Keep current the youngest and onlies list.
- Assist in distribution of materials to families using the youngest and onlies list.

This list is not all-inclusive and any other task or job may be assigned in the future.

Non-Licensed Exempt Staff, Hourly Staff Contracted for More Than 176 Days

Benefits Package:

- PERA and/or TRA matching funds.
- 13 Days of Paid Time Off per year.
- No PTO carry over.
- Up to 5 days (40 hours) paid out at the end of the school year (paid at \$12.50 per hour).
- Life and Long-Term and Short-Term Disability insurance coverage.
- Optional vision insurance premium paid by employee.
- Optional dental insurance premium paid by employee.

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit			X	
Use hands			X	
Reach (hands/arms)		X		
Climb/Balance		X		

Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		
Lift Up to 10 lbs		X		
Lift Up to 25 lbs		X		
Lift Up to 50 lbs	X			
Lift Up to 75 lbs	X			
Lift More than 75 lbs	X			

Board Approved:

Hours 7:45 a.m. to 3:30 p.m., 1/2 hour unpaid lunch, total paid work hours per day is 7.25

Hourly employee at \$18.05/hour