



Crosslake Community Schools
35808 County Road 66
Crosslake MN 56442
218-692-3598

Crosslake Community Schools Job Description

Position:

Executive 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
- 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.
- Collaborate with Director of Online Learning on policy and board-related matters.

Attendance

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

Drills (shared role with Administrative Assistant)

- 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.

Enrollment

- Enrollment process - start to finish for seat-based students. Student applications, enrollment, correspondence.
- Initial contact for online enrollment for local students/families that come to the building
- Collaborate with State Reporting Coordinator to ensure accurate information is provided in MARSS/EdFi and other state reports.

~~Epicenter (along with Business Manager)~~

- ~~● Provide documentation timely to Osprey Wilds as needed.(board matters)~~

JMC

- Seat Based Administrator of JMC
- JMC reports, report cards
- Digitized enrollment
- Maintain all student records and information, including all new students and entries in JMC
- Email messages through JMC software to families.

Postal Mail

- Pick up mail from post office daily
- Sort and distribute mail to staff mailboxes
- Notify staff of packages to pick up in office
- Scan mail to online staff

~~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.~~

Reporting

- ~~● Assist and confirm Osprey Wild Reports (board matters)~~
- Assist HR/Business Manager with state reporting and grant applications: Title I, II, IV, ESSER, online supplemental reports, transportation report, lease aid, CRDC, PEBT if applicable (pandemic electronic benefit transfer)
- Assist with the development of the Annual Report/WBWF Report, gather and provide necessary data
- Assist with student/staff/crisis handbooks
- Assist District Assessment Coordinator if needed

Security (shared role with Administrative Assistant)

- 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.
- Program doors.

Other

- Attend staff meetings
- Backup Receptionist

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

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Compensation:

Salary starting at \$40,000 per year or \$21-24/hr as salaried position

Benefits:

Current benefit package will be discussed during interview process.

Work Schedule and Agreement:

Contract Days: 186 school calendar days

Summer: 110 summer hours (Monday-Wednesday 7:30 a.m. to 11:30 a.m.)

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:

5/9/2022