



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

Crosslake Community Schools Job Description

Position:

Administrative Assistant

Location:

Crosslake Community Schools
Crosslake Minnesota

Immediate Supervisor:

Directors of Seat Based Learning and Director of Online Learning

Position Summary:

This multifaceted position works in close partnership with the HR/Business Manager, online and seat-based Administrative Assistants, and the CCS Directors. Responsibilities include but are not limited to Ed-Fi coordination, District Assessment Coordination along with administrative office duties.

Essential Duties and Responsibilities:

- 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 policy handbook and required updates
- Assist with student/staff/crisis handbooks
- Assist with monitoring compliance with Osprey Wilds Charter Contract and other authorizer requirements
- Mail and all supplies associated
- Administrator of the copier - knowledge, ordering of supplies, maintenance scheduled
- Drills (along with Seat Based Director, Crisis Team and other Administrative Assistant)
- Security - locking/unlocking/programming of doors along with Seat Based Director and custodian
- Security - FOBS
- Administrator of JMC
- JMC reports, report cards
- 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 training and be knowledgeable of the MARSS to Ed-Fi merger
- 100% comfortable and work towards full understanding of Ed-Fi

- Enter, update and edit all student information in the Ed-Fi data base
- Maintain all student records and information, including all new students and entries in JMC and file folders
- Maintains confidentiality and data privacy
- 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
- Attend DAC meetings provided by MDE and Sourcewell
- Attend staff meetings
- Other duties as assigned

Qualifications:

- Experience with office management
- Extremely strong organizational and time management skills; attention to detail
- Excellent people skills, self starter
- Teacher experience helpful, but not required
- Previous MARSS and/or DAC experience preferred
- AA or BS Degree Preferred
- Strong command of computer skills and applications: Google Suite, Microsoft Office, Adobe, etc. Ability to learn JMC Student Software and various school reporting softwares

Salary or Hourly Range:

Starting at \$16.51 per hour, based on experience and salary scale

Work Schedule and Agreement:

- Agreement - 10 months with summer contracted hours (to be determined)
- Hours during the day should include but are not limited to being available during typical school day time per day: 8 general business hours are 7:30 a.m. to 4 p.m.
- School Days and Teacher Professional Development Days plus scheduled days in collaboration with both Directors

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			

Revised:
2/9/2022