



## **JOB DESCRIPTION**

### **JOB TITLE**

Online Administrative Assistant (Registrar)

### **FTE/HOUR ALLOTMENT**

30 hours a week

### **REPORTING STRUCTURE**

Reports to: Director of Online Learning

### **MISSION ALIGNMENT**

**Our Mission:** To grow environmentally literate, community-impacting learners of excellence.

**Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

### **DEPARTMENT/PROGRAM**

Crosslake Community School Online Program

## JOB SUMMARY/PURPOSE

The Online Administrative Assistant – Registrar Focus plays a vital role in supporting the daily operations of the online school by managing student records and ensuring the accuracy and integrity of enrollment, grades, and transcripts. This position leads the new student registration process, including onboarding communication with families and coordination with instructional platforms. Key responsibilities include sending welcome emails, setting up student accounts in JMC, Canvas, Edgenuity, and Google, and ensuring timely and accurate updates to the school calendar and student information systems. This assistant also supports compliance with state and school policies and contributes to a smooth, organized, and responsive virtual learning environment that supports student success and staff effectiveness.

## STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Students:**
  - Promoting student success by ensuring timely and accurate enrollment, account setup, and access to learning platforms, which lays a strong foundation for engagement and academic achievement.
  - Creating a welcoming and responsive onboarding experience for new families, reinforcing a smooth transition into the school community and supporting early connection to staff and resources.
- **For Staff & Community:**
  - Partnering with learning coaches, teachers, and administrators to maintain accurate student records, streamline registration processes, and ensure that critical student data is up-to-date and accessible.
  - Supporting a mission-driven, organized online environment by upholding compliance with data and reporting requirements, maintaining transparency across systems, and enhancing communication between departments.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Managing and maintaining accurate student records**, including enrollment, MARSS data, and demographic information, in JMC and other student information systems.
- **Leading the new student registration process** by coordinating enrollment documentation, and ensuring all records are complete and compliant.
- **Sending welcome communications** to new families and providing key onboarding information, including student usernames, passwords, and instructions for accessing the LMS, JMC, and other platforms.
- **Setting up student accounts in key systems (JMC, Google, Canvas, Edgenuity)** and ensuring families receive timely login information and support for access.

- **Updating and maintaining the online school staff calendar** to reflect student onboarding milestones and key enrollment dates.
- **Removing schedules and records for students** who never started or withdrew before attending.
- **Communicating proactively with families and staff** to ensure clarity in the onboarding process.
- **Supporting the administrative team** with accurate data entry and student information updates for state reporting (MARSS, Ed-Fi, CRDC).
- **Maintaining confidentiality and data privacy at all times**, particularly when handling student and family information related to enrollment and academic records.
- Participating in administrative team meetings and training related to student records, data compliance, and operational procedures.
- **Assisting with other administrative tasks** as assigned by the Director of Online Learning or designee, especially those related to student onboarding and operational effectiveness.

## CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Communicating professionally and empathetically with families and staff throughout the enrollment and onboarding process, recognizing the diverse backgrounds and needs of our online learners.
- **Excellence:** Ensuring accurate student records, timely setup of learning systems, and a smooth registration process that supports student success and operational efficiency.
- **Learning:** Staying informed about updates to enrollment procedures, student information systems (e.g., JMC, Ed-Fi), and best practices in school data management to continuously improve school processes.
- **Integrity:** Upholding data privacy, managing sensitive student information with care, and completing responsibilities with accuracy, consistency, and attention to compliance.
- **Community:** Welcoming new students and families into the school community through clear communication and responsive support, helping to build strong, trusting relationships from day one.

## REQUIRED QUALIFICATIONS

- **Education:**
  - Associates or Bachelor's degree
- **Experience:**
  - Minimum of 1 year of experience with office management
- **Knowledge/Skills:**
  - Extremely strong organizational and time management skills; attention to detail
  - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively

- **Technology Proficiency**
  - Proficiency with educational technology tools including Google Workspace (Docs, Drive, Calendar), Word, Excel, and PowerPoint
  - Ability to operate office equipment such as printers and scanners, and to prepare physical mailings accurately and efficiently.
  - Experience with inventory management, ordering office or mailing supplies, and submitting purchase orders to ensure smooth daily operations.
- **Personal attributes:**
  - Excellent verbal and written communication skills
  - Strong relationship-building and collaboration skills
  - Professionalism, adaptability, and a student-centered mindset

## PREFERRED QUALIFICATIONS

- Experience working in an online or blended learning environment
- Teacher experience helpful, but not required
- Familiarity with special education supports and inclusive instructional practices
- Experience working with diverse learners, including students with IEPs or English language learners
- Willingness to participate in or lead extracurricular activities or school events

## WORKING CONDITIONS

- Remote work environment with a 6-hour workday
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties
- Annual schedule includes 200 workdays (prorated based on start date), including school and professional development days
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching
- Must be able to talk and hear effectively to support virtual instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for in-person collaboration or training
- Requires strong organization, independent time management, and the ability to collaborate virtually with staff and leadership

## TERMS OF EMPLOYMENT

- **Agreement:** 12 month, 200 days
- **Schedule:** 6 hours per day; general business hours are 7:45 a.m. to 3:45 p.m. with flexibility as needed
- **Position Type:** Remote
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace

- **Meeting Requirements:** Must attend all required weekly meetings including department, MTSS, Attendance, and full staff meetings
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Hourly Range:** To be determined
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

## DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto:hiring@crosslakekids.org).

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**Board Approved:**

