



JOB DESCRIPTION

JOB TITLE

Online Administrative Assistant

FTE/HOUR ALLOTMENT

40 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 plays a vital role in supporting the daily operations of the online school by managing student attendance, maintaining accurate records, and providing administrative support to staff, students, and families. This position ensures efficient communication between departments and helps uphold compliance with state and school policies. As a key member of the online team, the assistant 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 consistent attendance tracking, early identification of engagement barriers, and coordination of timely interventions to support academic and personal growth.
 - Creating a reliable and responsive support system that reinforces student accountability and strengthens the connection between students, their families, and the school community.
- **For Staff & Community:**
 - Partnering with learning coaches, teachers, counselors, and administrators to streamline communication, monitor attendance trends, and maintain accurate student data.
 - Fostering a mission-driven, organized online environment by ensuring compliance with state and authorizer requirements, supporting school operations, and enhancing transparency across the team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Managing student attendance systems** by tracking daily logins and participation, ensuring accurate records in JMC, and coordinating with learning coaches and advisors for follow-up.
- **Leading truancy interventions** by scheduling attendance meetings, preparing and sending communication (letters, emails) to families, and filing formal truancy documentation when needed in collaboration with county agencies.
- **Coordinating school wide attendance support initiatives**, including PBIS attendance incentives, personalized outreach strategies, and ongoing monitoring of at-risk students.
- **Serving as the primary contact for attendance-related concerns**, providing guidance and support to staff, students, and families on attendance expectations and intervention plans.

- **Collaborating with learning coaches, social workers, and administration** to ensure students with chronic absenteeism are identified early and supported through the MTSS framework.
- **Maintaining and updating student attendance records** in JMC to ensure accuracy and compliance with state and school reporting requirements.
- **Participating in the creation and submission of attendance and enrollment reports** for state and authorizer compliance (e.g., MARSS, Ed-Fi, CRDC).
- **Assisting with the administration and logistics of online assessments**, including coordinating student accommodations, confirming student rosters, and communicating testing requirements to families and staff.
- **Helping develop and update student handbooks, attendance policies, and family communication materials** to reflect current school expectations and practices.
- **Maintaining confidentiality and data privacy at all times**, especially when handling student and family information related to attendance, interventions, or testing.
- **Attending staff meetings and administrative trainings**, including DAC and MDE sessions related to attendance reporting, Ed-Fi, and other compliance topics.
- **Assisting with other administrative duties as assigned** by the Director of Online Learning or designee, particularly those tied to improving student engagement and operational efficiency in the online environment.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Communicating professionally and empathetically with families and staff, recognizing the diverse needs and circumstances of our online learners.
- **Excellence:** Ensuring accurate attendance tracking, data integrity, and timely coordination of interventions to support student success and school accountability.
- **Learning:** Staying informed about compliance requirements, Ed-Fi updates, and best practices in online operations to continuously improve school systems.
- **Integrity:** Upholding confidentiality, maintaining accurate records, and following through on responsibilities with consistency and reliability.
- **Community:** Strengthening connections among students, families, and staff through responsive communication, coordinated support efforts, and a shared commitment to student

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 typical 8-hour workday
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties
- Annual schedule includes 175 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:** 10 month
- **Schedule:** 8 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:** \$17.52-\$18.23
- **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.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved _____ Date: _____

