



JOB DESCRIPTION

JOB TITLE

Online Administrative Assistant (SIS Focus)

FTE/HOUR ALLOTMENT

15 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 – SIS Focus plays a vital role in supporting the data infrastructure and day-to-day operations of the online school by serving as the JMC system administrator and primary helpdesk support. This position ensures the accuracy, accessibility, and functionality of the student information system (SIS), supporting tasks such as report cards, transcripts, master scheduling, and mass communications. Key responsibilities include maintaining and updating staff and student portals, entering transfer transcripts, managing course data and MCCC coding, and ensuring timely entry and reporting of PSEO and MARSS data. As a key technical and operational resource, this assistant helps ensure compliance with state reporting requirements and supports staff, students, and families in navigating JMC with confidence and accuracy.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Supporting student success through accurate grade tracking, transcript entry, and PSEO reporting, ensuring students have clear and complete academic records that support graduation and postsecondary planning.
 - Enhancing students' educational experience by maintaining the integrity of the student information system, which supports reliable access to grades, schedules, and communication.
- **For Staff & Community:**
 - Partnering with teachers, learning coaches, and administrators to maintain an accurate and functional JMC system, including staff portals, master schedules, courses, and communication tools.
 - Supporting a mission-driven and organized online environment by ensuring clean data, timely transcript and credit updates, and smooth reporting for compliance and accountability (e.g., MARSS, MCCC).
 - Acting as a central helpdesk resource for JMC-related questions and system support, strengthening staff efficiency and confidence in school data systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Serving as the JMC Administrator** and primary helpdesk support for staff, students, and families, ensuring the system functions effectively and users receive timely guidance.
- **Creating and maintaining staff and student portals**, including setting up new staff profiles and removing retired staff from the system.
- **Managing and updating student records in JMC**, including entering grades, transcripts (including transfer credits), and maintaining accurate course history for graduation tracking.

- **Coordinating the collection and entry of report card grades** for students who withdraw mid-year and at the end of each semester.
- **Creating and managing course information in JMC**, including MCCC coding, credit weight, grading schemes, sections and teachers of record.
- **Setting up and maintaining the master schedule** each spring and summer for the upcoming school year, ensuring courses are accurately reflected for existing students.
- **Sending report cards and facilitating grade communication** to students and families through JMC.
- **Managing mass communications** through the JMC Message Center to staff, students, and parents.
- **Supporting accurate PSEO data entry** and calculating instructional hours for MARSS reporting.
- **Collaborating with the administrative team** to ensure usability and student data compliance with MARSS, MCCC, and other reporting systems.
- **Maintaining strict confidentiality and data integrity** when working with student records and personal information.
- **Participating in administrative meetings and professional trainings** related to JMC, state reporting, and data management systems.
- **Assisting with other administrative tasks** as assigned by the Director of Online Learning or designee, particularly those tied to school operations and student data systems.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Responding to staff, students, and families with professionalism and patience when troubleshooting JMC-related issues and supporting their access to critical academic information.
- **Excellence:** Ensuring the accuracy and functionality of student records, transcripts, report cards, and scheduling within JMC, which directly supports student progress and school accountability.
- **Learning:** Staying current on JMC updates, MCCC and MARSS reporting requirements, and best practices in student data management to continuously improve system efficiency and reliability.
- **Integrity:** Managing confidential academic and personal data with care, accuracy, and discretion while maintaining compliance with state and school-level data expectations.
- **Community:** Enabling clear communication and consistent information-sharing across the school through JMC messaging tools and system coordination, strengthening connections among staff, students, and families.

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
 - 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 15-hour work week
- 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:** 15 hours per week

- **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:** PTO, paid holidays, and other benefits as outlined in the staff handbook

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.

Board Approved:

