

# **JOB DESCRIPTION**

## **JOB TITLE**

Administrative Assistant III - Front Office & District AP Support

## **FTE/HOUR ALLOTMENT**

1.0 FTE

## **REPORTING STRUCTURE**

**Reports to:** Seat-based Director (primary)

**Supervises:** N/A

**Collaborative support for:** HR/Business Manager

## **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**

Seat-Based Program reception with district-wide business and payroll support functions

## **JOB SUMMARY/PURPOSE**

The Administrative Assistant I serves as the primary point of contact and welcoming ambassador for Crosslake Community School while providing essential business operations and payroll support. This role combines front-office reception responsibilities with day-to-day payroll operations and financial procedures, ensuring seamless daily operations while maintaining the professional, caring atmosphere that defines our school community.

# **STRATEGIC ALIGNMENT & EXPERIENCE IMPACT**

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

## **For Students:**

- Supporting students to feel appreciated, understood, cared for, and included through warm, welcoming reception and attendance support
- Creating hands-on, interactive learning experiences by coordinating field trips and facility use

## **For Staff & Community:**

- Supporting the overall operations and systems of the school through efficient facility management, payroll operations, and operational support
- Ensuring effective communication with families and community members through professional reception services

# **ESSENTIAL DUTIES AND RESPONSIBILITIES**

## **Reception and Customer Service**

- Serve as the primary receptionist and first point of contact for all visitors, families, and phone inquiries
- Greet visitors daily with professional and welcoming assistance
- Connect families with appropriate staff and provide comprehensive information about school programs
- Support families with questions, concerns, and general school-related needs
- Maintain current staff telephone listings and manage all phone communications
- Manage incoming and outgoing mail distribution
- Collaborate with Administrative Assistant IV and Student Data Coordinator on daily attendance reporting and enrollment processing
- Coordinate with all office staff to provide seamless reception coverage during breaks and busy periods

## **Payroll Operations and Financial Support**

- Manage day-to-day payroll processing operations in coordination with HR/Business Manager oversight
- Process payroll data entry, time tracking, and routine payroll administration
- Maintain payroll records and assist with payroll-related reporting
- Support front office financial procedures including expense processing and deposit coordination
- Process accounts payable by uploading office expense receipts to district bill pay system

## **Business and Financial Operations**

- Create and manage purchase orders for seat-based staff through complete ordering process
- Monitor and maintain teacher account balances and expenditure tracking
- Place and manage all Amazon purchases, including product receipt and reconciliation
- Prepare revenue deposits for community education programs and record fees collected
- Scan postal mail and invoices to appropriate digital systems and forward to designated staff
- Serve as first point of contact for all incident reports and documentation

## **Human Resources and Staffing Support**

- Provide building access credentials (fobs/keys) to substitute teachers and temporary staff
- Assist with new employee building tours and orientation processes

## **Operations and Supply Management**

- Administer copier operations including maintenance scheduling, troubleshooting, and supply ordering
- Manage procurement and inventory of general office and classroom supplies
- Maintain master repository of current forms and update as policies change
- Coordinate with vendors for equipment maintenance, repairs, and supply deliveries

## **Health, Safety, and Security**

- Provide health room assistance and basic first aid as needed

- Process volunteer applications and conduct required background check procedures with HR
- Maintain working knowledge of security systems and emergency protocols
- Coordinate emergency drills with administrative staff and directors

## **Transportation and Event Coordination**

- Process and review field trip request forms for completeness and director prior approval
- Schedule field trips on master calendars and coordinate with academic schedules
- Obtain transportation quotes and coordinate logistics with approved vendors
- Communicate comprehensive field trip details to relevant staff, families, and drivers
- Manage transportation scheduling for school events and activities

## **CORE VALUES DEMONSTRATED IN THIS ROLE**

This position demonstrates our core values through:

**Respect:** Treating all families, visitors, and staff with kindness, understanding, and cultural sensitivity while maintaining confidentiality in payroll matters

**Excellence:** Maintaining high standards of customer service, operational efficiency, and accurate payroll processing

**Learning:** Continuously improving processes and staying current with school operations, technology, and payroll systems

**Integrity:** Handling sensitive payroll and financial information appropriately while maintaining honest, transparent communication

**Community:** Creating a welcoming environment that promotes belonging and partnership with families while supporting staff through reliable payroll services

## **REQUIRED QUALIFICATIONS**

### **Education**

- High school diploma or equivalent required
- Associate's degree in business administration, office management, or related field preferred

- Post-secondary training in office administration, customer service, or business operations preferred

## **Experience**

- Minimum 3 years of office management, administrative, or customer service experience
- Experience with payroll processing or financial operations preferred
- Experience in educational settings strongly preferred
- Demonstrated experience working with diverse families and communities

## **Knowledge/Skills**

- Proficiency in Google Workspace and Microsoft Office Suite
- Experience with payroll systems and financial software preferred
- Ability to quickly learn and utilize school-specific software (JMC, security systems, financial systems)
- Excellent verbal and written communication skills with professional phone etiquette
- Strong organizational and time management abilities with proven multi-tasking capabilities
- High attention to detail and accuracy in data entry, payroll processing, and financial transactions
- Customer service orientation with conflict resolution skills

## **Personal Attributes**

- Commitment to environmental education and community impact
- Excellent interpersonal skills with positive, welcoming demeanor
- High level of confidentiality and discretion, especially regarding payroll and personnel information
- Self-motivated with ability to work independently and take initiative
- Flexibility and adaptability in fast-paced, dynamic environment
- Patience and empathy when working with families, students, and staff
- Professional appearance and demeanor

## PREFERRED QUALIFICATIONS

- Experience in charter school or small school environment
- Bilingual capabilities (Spanish strongly preferred)
- Experience with student information systems (PowerSchool, Infinite Campus, etc.) • Background in payroll administration or human resources
- Experience with facility management or security systems
- First aid/CPR certification • Experience with event planning and coordination

## WORKING CONDITIONS

- Front desk position with high visibility and frequent interruptions
- Standard business hours (7:30 AM - 4:00 PM) with occasional early morning or evening school events
- Physical demands include standing, walking, and lifting up to 25 pounds
- Regular interaction with students, families, staff, and community members in various emotional states
- Multi-tasking environment with shifting priorities throughout the day
- Requires handling confidential payroll, financial, and personal information

## DISCLAIMER

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

## TERMS OF EMPLOYMENT

**Employment Agreement:** 12-month position (185 school calendar days + 120 summer hours)

**Schedule:** 8 hours per day; standard business hours 7:30 AM to 4:00 PM with flexibility as needed for school events

**Position Type:** In-person position required

**Technology Requirements:** Must maintain and regularly update Google Calendar as the school operates on Google Workspace platform

**Meeting Requirements:** Must attend all required staff meetings, professional development sessions, and emergency training

**Coverage Requirements:** Must coordinate with HR/Business Manager to ensure coverage during any planned absences, especially for payroll operations

**Hourly Range:** \$\_\_\_\_\_ annually, depending on qualifications and experience (increased due to payroll responsibilities)

**Benefits:** Comprehensive benefits package including health insurance, retirement contributions, and paid time off

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

**Board Approved Date:** \_\_\_\_\_