



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

## Crosslake Community Schools Job Description - **REVISION**

### **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:**

- Receptionist (move here from Executive Assistant)
- Greet visitors daily, connects with students, supports families, and assists staff with polite and professional assistance.
- 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 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
- Security - locking/unlocking/programming of doors along with Seat Based Director and custodian
- Security - FOBS

### **Attendance (move here from Executive Assistant)**

- Records and verifies daily student attendance.
- Sends daily correspondence to staff regarding attendance and alternate plans for students.
- Verify all unexcused absences have been verified.
- Contact parent/guardian concerning absence of student.

### **Building Use (move here from Executive Assistant)**

- Schedule building use request on calendar.
- Coordinating building use with appropriate staff including communicating custodial needs, food service, classrooms, etc., making building activity arrangements so that building activities are effectively coordinated and implemented.

#### Calendars (move here from Executive Assistant)

- Schedule/maintain calendar of events/activities.
- Schedule event on appropriate calendar(s).

#### Fieldtrips/Transportation (move here from Executive Assistant)

- Receive fieldtrip request form.
- Schedule fieldtrip on calendar.
- Order transportation for the fieldtrip.
- Communicate to staff all fieldtrip details.

#### JMC

- Administrator of JMC
- JMC reports, report cards
- Maintain all student records and information, including all new students and entries in JMC and file folders
- Email messages through JMC software to families. (move from Administrative Assistant)

#### District Assessment Coordinator (move to Executive Assistant)

- 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

#### MARSS to Ed-Fi

- 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
- Maintains confidentiality and data privacy

#### Enrollment

- 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 (move to Executive Assistant)

#### Other

- Attend staff meetings
- This list is not all-inclusive and any other task or job may be assigned in the future.

#### 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			

### **Board Approved:**

February 14, 2022