

JOB DESCRIPTION

JOB TITLE

Administrative Assistant IV - Executive and District Operations

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director (primary)

Supervises: N/A

Collaborative support for: Seat-Based Director

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 operations with district-wide board governance, policy development, and strategic support responsibilities

JOB SUMMARY/PURPOSE

The Administrative Assistant IV serves in a dual capacity, providing high-level executive support to the Executive Director for district-wide governance functions while delivering comprehensive administrative support to the Seat-Based Program. This position leads policy development and documentation, manages critical board governance responsibilities, and oversees student information systems while supporting the daily operations of the seat-based program.

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 accurate record-keeping and seamless administrative processes
- Providing relevant, engaging learning opportunities aligned with student interests through effective scheduling and program coordination

For Staff & Community:

- Supporting the overall operations and systems of the school through efficient administrative processes, policy development, and governance support
- Fostering a collaborative, supportive work environment through effective communication and organizational systems

ESSENTIAL DUTIES AND RESPONSIBILITIES

Board of Education Support

- Manage all aspects of Board of Education meeting coordination and compliance
- Prepare, distribute, and post board materials including agendas, packets, and supporting documents in BoardBook
- Schedule and coordinate Google Meet sessions for all board-related meetings
- Attend board meetings as recorder, prepare minutes, and post to website
- Record all board meetings and maintain website postings
- Ensure strict confidentiality regarding student, personnel, and data privacy matters
- Maintain compliance with Open Meeting Law and board bylaws
- Work in conjunction with board-appointed secretary

Policy Development and Management Leadership

- Lead policy handbook development, updates, and maintenance in collaboration with HR/Business Manager for content expertise
- Manage policy adoption and amendment processes and coordinate Board approval workflows
- Provide updated policies for board review and website posting
- Maintain policy renewal schedules and cross-reference for consistency
- Review MSBA updates and ensure CCS policy alignment
- Keep current all governance operations based on best practices and legislative changes
- Research wording of new policies as requested by Executive Director and Directors
- Coordinate staff handbook development and maintenance across both programs

Student Information Systems (JMC)

- Serve as Seat-Based Administrator of JMC student information system
- Generate JMC reports and report cards
- Manage digitized enrollment processes for seat-based students
- Maintain all student records and information for new and existing students
- Create email communications to families through JMC software
- Ensure that staff are trained on JMC including attendance, report cards, and other pertinent information
- Work on JMC streamlining and efficiency improvements as SMS committee member

Enrollment and Student Services

- Manage complete enrollment process for seat-based students from application to placement
- Update class lists and enrollment data daily
- Assist and maintain student class assignments and scheduling
- Provide initial contact support for online enrollment inquiries from local families
- Conduct new student tours and follow up with prospective families
- Create student schedules and maintain accurate class lists

- Process 8th grade diplomas and graduation programs for both programs

Seat-Based Program Administrative Support

- Provide comprehensive administrative support to Seat-Based Director for daily operations
- Manage Aerie accounts and reporting to Osprey Wilds
- Assist with state reporting and grant applications including Title I, II, IV, and transportation reports
- Create, design, and distribute brochures, programs, diplomas, and promotional materials
- Coordinate and record emergency drills (fire, tornado, lockdown) as required by state
- Manage school calendars and coordinate building activities
- Handle school closings and delays communications during weekends and evenings
- Collaborate with Student Data Coordinator to provide seat-based enrollment data for MARSS/Ed-Fi submissions
- Coordinate with Administrative Assistant I to ensure seamless reception coverage and communication flow

Reception and Communication Support

- Provide reception coverage and backup support to ensure continuous front desk service
- Answer phones and direct calls appropriately during peak periods or staff absences
- Greet visitors and provide information about school programs when serving reception duties
- Support family communication and inquiries related to seat-based program operations
- Maintain professional and welcoming customer service standards
- Coordinate with Administrative Assistant I to ensure seamless coverage and communication

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Maintaining confidentiality and treating all stakeholders with professionalism and cultural sensitivity while leading inclusive policy development

Excellence: Ensuring accuracy and timeliness in all board materials, policies, and administrative processes while maintaining highest governance standards

Learning: Staying current with governance best practices, legislative changes, and educational technology while modeling continuous improvement

Integrity: Handling sensitive information with discretion and maintaining transparent communication processes while ensuring ethical policy development

Community: Supporting effective governance and communication systems that strengthen school-community relationships through responsive policy leadership

REQUIRED QUALIFICATIONS

Education

- Associate's degree in Business Administration, Education, or related field required
- Bachelor's degree preferred
- Bachelor's degree plus 15 credits for highest compensation level

Experience

- Minimum 3-5 years of high-level administrative or executive assistant experience
- Experience in educational settings strongly preferred
- Experience with board governance, policy management, and document development preferred
- Background in student information systems and educational data management

Knowledge/Skills

- Advanced proficiency with Google Workspace (Docs, Sheets, Calendars, Drive)• Experience with student information systems (JMC preferred)
- Strong knowledge of board governance procedures and Open Meeting Law
- Excellent written and verbal communication skills with advanced document development capabilities
- Advanced proofreading, editing, and document formatting abilities
- Project management and multi-tasking capabilities

- Ability to maintain strict confidentiality
- Policy development and research skills

Personal Attributes

- Commitment to environmental education and community impact
- Exceptional organizational and time management skills
- High attention to detail and accuracy in policy development and governance support
- Ability to work independently and anticipate needs
- Professional demeanor and strong interpersonal skills
- Flexibility to work outside normal hours for board meetings and emergency communications
- Leadership qualities for policy development and staff coordination

PREFERRED QUALIFICATIONS

- Previous experience in charter school administration or governance
- Experience with BoardBook or similar governance platforms
- Knowledge of Minnesota education statutes and compliance requirements
- Experience with grant writing and state reporting
- Graphic design skills for creating promotional materials
- Policy development and legal research experience

WORKING CONDITIONS

- Office-based position with occasional evening work for board meetings and policy development
- Standard business hours with flexibility for urgent governance matters and communications
- Extended computer use for data entry, document creation, policy development, and system management
- Occasional weekend work for emergency communications or special events

- Regular interaction with board members, staff, families, and community partners
- Leadership responsibilities for policy development and governance support

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. 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 board meetings, policy development, and emergency communications

Position Type: Predominantly on-site in-person work environment with remote work option for Board of Education support and Policy Development and Management.

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

Meeting Requirements: Must attend all required board meetings, staff meetings, and professional development sessions

Coverage Requirements: Must establish clear communication protocols during any planned absences

Salary/Hourly Range: \$_____ annually, depending on qualifications and experience (reflects enhanced policy development leadership)

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.

Board Approved Date: _____