



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

Crosslake Community Schools Job Description

Position:

Administrative Assistant

Location:

Crosslake Community Schools
Crosslake Minnesota

Immediate Supervisor:

Directors of Seat Based 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.

Essential Duties and Responsibilities:

- Receptionist duties
- Greet visitors daily, connects with students, supports families, and assists staff with polite and professional assistance
- Mail and all supplies associated
- Regularly communicate with the State Reporting Coordinator to ensure up-to-date information is included in the JMC student information system.
- Document volunteers and run background checks
- Substitute teachers: find, track pto of teacher needing sub for, provide fob/key as necessary, add details to calendar
- Keep current staff telephone listing and other phone duties as necessary
- Administrator of the copier - knowledge, ordering of supplies, maintenance scheduled
- Manage and order supplies
- Support District Assessment Coordinator as needed
- Keep master book of forms up to date.
- Health Room Assistant
- Security - locking/unlocking/programming of doors along with Seat Based Director and custodian
- Security - FOBS

Attendance

- 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

- 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

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

Drills (shared role with Executive Assistant)

- Familiarity with security system.
- Coordinates and records fire, tornado, and lock down drills as specified by the State of Minnesota.
- Coordination with Seat Based Director, Crisis Team and Administrative Assistant

Fieldtrips/Transportation

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

JMC

- JMC reports, report cards
- Digitized enrollment
- Maintain all student records and information, including all new students and entries in JMC and file folders
- Email messages through JMC software to families.

Security (shared role with Executive Assistant)

- Monitor secure doors to allow entrance into the building.
- Quick access to video cameras.
- Receive requests from staff regarding an incident to view with video cameras.
- Program doors.

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
- Collaborate with State Reporting Coordinator to ensure accurate information is provided in MARSS/EdFi and other state reports.

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
- 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

Compensation:

Hourly starting at \$16.84 per hour.

Benefits:

Current benefit package will be discussed during interview process.

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

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