



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Position:

Administrative Specialist - NEW

School board and policies, marketing and website

Location:

Crosslake Community School

FTE/ Hour Allotment:

.3 FTE or up to 12 hours a week (\$18-24/hr)

Position Duties and Qualifications:

- Excellent oral and written communication skills.
- Strong organizational skills with many and varied tasks.
- Detail oriented and self-directed.
- Ability to multitask and prioritize deadlines.
- Maintains confidentiality.
- Energetic and positive spirit and commitment to working as a team player.
- Proficient with Google Suite (Docs, Sheets, Calendars, etc.), typing, and easily learning new applications.
- Effectively manage multiple priorities simultaneously; taking work direction from multiple staff who have a high sense of urgency and short timelines
- Accurate proofreader for spelling, grammar, and layout, making appropriate changes to documents. Responsible for accuracy and clarity of final copy.
- Provides general administrative and clerical support if possible.
- Anticipate needs and takes initiative.
- Reporting directly to the Director of Seat-Based Learning providing operational and administrative support and performs functions that require a thorough knowledge of school policies, procedures, and operations.
- Collaborate with Director of Online Learning on policy and board-related matters.
- Recorder for for BOE

Board of Education Duties

- Responsible for all aspects of coordination and compliance of Board of Education meetings and work sessions.
- Schedules Google Meet for all Board of Education related meetings.
- Prepares, distributes, and posts all Board of Education materials including but not limited to agendas, materials, and packets in Boardbook, all supporting written materials and the appropriate recording keeping and archiving system of said materials.
- Keep current with all governance and management operations based on observations, legislative changes, and/or as reflected in best practices.
- Ensures strict confidentiality on various recommendations and communications regarding student, personnel, and data privacy issues.
- Helps the Board of Education adhere to compliance with applicable rules and regulations set in Bylaws regarding Board and Board committee matters.

- Attend Board of Education meetings as the recorder; prepare minutes of the meeting and post minutes to website.
- Record all Board of Education meetings and post records to website.
- Be familiar with Open Meeting Law.
- Works in conjunction with Board appointed Secretary

Board of Education Policies and Procedures

- Ensures all Board of Education policies are reviewed with appropriate action according to the established schedule.
- Keep current all Board of Education Policies
- Adheres to the procedures for adoption and/or amendment of Board policies and administrative regulations.
- Provides updated policies for Board of Education review and is responsible for assisting with all updates.
- Keep current Board of Education google folder all policies and posting updated on the school's website.
- Maintain listing of renewal dates for policies.
- Review MNSBA for updated policies.
- Cross reference policies to verify CCS is using policy documented in all policies.

Election Judge (along with two other staff members)

- Oversees the transition and process election Judge by the Board of Directors.
- Thorough knowledge of standard election materials; knowledge of Bylaws, and election timeline.
- Prepare correspondence to families, biographies of candidates, and ballots.

Marketing

- Maintain a school brochure.
- Prepare documents for marketing upcoming events.
- Provide Tremelo with flyers for their local Channel 12.
- Provide press releases to local newspapers.

Reporting

- Assist with development of Annual report/WBWF report and provide necessary data
- Assist with student/staff/crisis handbooks

Website and Social Media

- Update Board of Education meetings and Board directed committee meetings in conjunction with Open Meeting Law on website
- Keep the website up to date.
- Keep a Facebook account active.
- Attend community meetings such as Chamber, Lions, etc, as requested

Other

- Attend staff meetings
- Provides training and works in conjunction with SB Executive Assistant
- This list is not all-inclusive and any other task or job may be assigned in the future.

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: