



JOB DESCRIPTION

JOB TITLE

District Administrative Assistant

FTE/HOUR ALLOTMENT

1.0 FTE | 40 hours per week | Year-round, fully remote

Schedule established by the District Superintendent with flexibility for District operations, board meeting cycles, grant deadlines, and summer.

REPORTING STRUCTURE

Reports to: District Superintendent

Coordinates with: District HR/Business Manager (district-level records, governance documentation, benefits and onboarding logistics for district leadership); In-Person Administrative Assistant (cross-program scheduling and records); Online Principal and In-Person Principal (cross-program logistics as directed by the Superintendent); District Marketing Coordinator (communications and event support)

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

District Office | Crosslake Community School

JOB SUMMARY/PURPOSE

The District Administrative Assistant provides direct administrative support to the District Superintendent and supports the operational rhythm of the District Office. As a unified district with two unique schools of operation (in-person PreK–8 and online K–12), CCS depends on strong district-level coordination to keep both programs aligned. This position is responsible for board meeting preparation and documentation, district correspondence, Superintendent calendar and travel management, district-wide event coordination, records management, and confidential support for personnel and legal matters. The role is fully remote, with periodic in-person attendance for board meetings, district events, or strategic planning sessions as scheduled by the Superintendent.

Scope boundary: This position is the executive assistant to the Superintendent and the operational backbone of the District Office. It does not include financial operations such as payroll processing, accounts payable, purchase order management, grant expenditure tracking, or audit preparation — those functions are the responsibility of the HR/Business Manager and the HR/Finance Assistant. This position also does not include in-person Administrative Assistant duties at the Crosslake campus, which are held by the In-Person Administrative Assistant under the In-Person Principal.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Supporting district-level operations that enable both in-person and online programs to run smoothly, ultimately benefiting student learning experiences.
 - Maintaining accurate district records that protect student rights and support sound decision-making across both schools.
- **For Staff & Community:**
 - Providing reliable, organized administrative support to the Superintendent and Board, allowing district leadership to focus on strategic priorities and student outcomes.
 - Serving as a professional, accurate, and consistent point of administrative coordination for the unified district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct Support to the District Superintendent

- Manage the Superintendent's calendar, scheduling internal meetings, external appointments, conferences, and travel.
- Coordinate logistics for Superintendent-led meetings including agendas, materials preparation, distribution, and follow-up.
- Handle confidential correspondence, personnel-adjacent matters, and legal correspondence with discretion and accuracy.
- Track Superintendent action items, deadlines, and follow-ups across district initiatives.
- Manage the Superintendent's general inbox and route messages to appropriate staff or flag for direct response.

Board Meeting Preparation & Documentation

- Coordinate logistics for regular and special Board meetings including scheduling, location/virtual setup, and notice posting in compliance with Minnesota Open Meeting Law.
- Compile and distribute Board meeting packets including agendas, supporting documents, financial reports, and policy materials in coordination with the Superintendent and HR/Business Manager.
- Attend Board meetings (virtually or in person as needed) to take, format, and distribute minutes.
- Maintain Board meeting records, policy archives, and Board correspondence in compliance with retention requirements.
- Support Board Ad Hoc and standing committees with meeting logistics, materials, and documentation.

District Correspondence & Communications

- Draft, format, and distribute district-level correspondence as directed by the Superintendent.
- Coordinate with the District Marketing Coordinator on district-level communications, announcements, and family-facing materials.
- Serve as a point of contact for external partners, agencies, and consultants seeking to communicate with the District Office.
- Maintain district contact lists, distribution groups, and communication infrastructure.

Records Management & Compliance

- Maintain accurate district-level records including policies, contracts, agreements, and historical documentation.
- Support FERPA, Minnesota Government Data Practices Act, and other records compliance requirements at the district level.
- Coordinate document retention schedules with the HR/Business Manager and other district staff.
- Coordinate responses to records requests and data practices inquiries in collaboration with the Superintendent and legal counsel as appropriate.

District-Wide Event Coordination

- Coordinate logistics for district-level events including board retreats, leadership team meetings, all-staff in-services, and strategic planning sessions.
- Coordinate Superintendent-led recognition events and district celebrations such as the annual Staff Recognition Celebration.
- Support cross-program events that bring in-person and online communities together.

Grant & Project Administration Support

- Provide administrative support for grant applications, reporting, and compliance documentation as directed by the Superintendent.
- Maintain project tracking documents and timelines for district-level initiatives.
- Support strategic planning documentation and follow-through on district goals.

Cross-Program Coordination

- Coordinate with the In-Person Administrative Assistant on records, scheduling, and information that crosses the in-person and district levels.
- Coordinate with the Online Principal's office on records and information that cross the online program and district levels.
- Support the unified district structure by ensuring consistent administrative practices across both programs.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Treating Board members, staff, families, partners, and external contacts with consistent professionalism in every interaction.
- **Excellence:** Maintaining a high standard of accuracy, organization, and follow-through on district-level work, particularly Board materials and confidential matters.
- **Learning:** Staying current with district operations, compliance requirements, and tools that improve administrative efficiency in a remote-first work model.
- **Integrity:** Handling confidential personnel, legal, and Board matters with discretion; maintaining accurate records; and representing CCS truthfully in every interaction.
- **Community:** Supporting the unified district by serving as a reliable point of administrative coordination across the in-person and online programs.

REQUIRED QUALIFICATIONS

Education & Credentials:

- High school diploma or GED required. Post-secondary degree or certificate in business administration, office management, or related field preferred.

Experience:

- Minimum of 3 years of progressive administrative or executive support experience.
- Demonstrated experience handling confidential personnel, legal, or executive-level matters with discretion.
- Experience supporting board, executive, or governance bodies preferred.

Knowledge / Skills:

- Strong organizational and project management abilities; able to track multiple priorities and deadlines independently.
- Excellent verbal and written communication skills; able to draft and format professional correspondence.
- Demonstrated ability to handle confidential information with discretion and accuracy.
- Strong attention to detail, particularly for records management, board materials, and compliance documentation.
- Familiarity with FERPA, the Minnesota Open Meeting Law, and Minnesota Government Data Practices Act preferred.
- Experience with grant administration, contract management, or compliance reporting preferred.

Technology Proficiency:

- Demonstrated proficiency with Google Workspace (Gmail, Calendar, Drive, Docs, Sheets, Meet) and Microsoft Office (Word, Excel, PowerPoint).
- Comfort with video conferencing, document collaboration, and remote-work tools.
- Ability to learn and use district administrative systems, board management tools, and records platforms.
- Comfort with Infinite Campus (CCS's district-wide student information system) for district-level reports, records pulls, and data needed for Board materials and grant reporting.

Personal Attributes:

- Self-directed and reliable in a fully remote work environment.
- Discretion, judgment, and trustworthiness in handling sensitive information.
- Calm, professional, and adaptable demeanor.
- Strong follow-through and accountability.
- Commitment to environmental education and community impact.

PREFERRED QUALIFICATIONS

- Prior experience supporting a Superintendent, executive director, or comparable leadership role.
- Experience in a Minnesota public charter school or other public-sector setting.
- Experience with Minnesota Open Meeting Law compliance for board operations.
- Experience supporting grant applications and grant-funded program administration.
- Experience in a fully remote work environment with strong self-management practices.

WORKING CONDITIONS

- Fully remote work environment. Position does not require in-person presence at the CCS in-person campus or at any specific physical office.
- Standard daytime hours during the District work week, with flexibility for board meeting cycles, deadlines, and Superintendent travel.

- Periodic in-person attendance required for board meetings, district events, board retreats, or strategic planning sessions as scheduled by the Superintendent (typically a small number of times per year).
- Reliable home office workspace with high-speed internet access required.
- Frequent computer work, video conferencing, phone calls, and document collaboration.
- Occasional travel for in-person district meetings or events; mileage reimbursement per District policy.

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. CCS is an equal opportunity employer committed to building an inclusive community of educators.

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

TERMS OF EMPLOYMENT

- **Agreement:** At-will employment agreement (Crosslake Community School is a Minnesota public charter school operating under Minn. Stat. § 124E).
- **Schedule:** 1.0 FTE, year-round. Standard daytime hours with flexibility for board meeting cycles, district events, grant deadlines, and summer.
- **Position Type:** Fully remote. Direct report to the District Superintendent. This position is no longer responsible for any in-person Administrative Assistant duties at the Crosslake campus; those duties are held by the In-Person Administrative Assistant under the In-Person Principal.
- **Technology Requirements:** Must maintain and regularly update Google Calendar; CCS uses Google Workspace. Reliable home office, high-speed internet, and standard remote-work equipment required.
- **Meeting Requirements:** Weekly check-in with the District Superintendent; attendance at Board meetings (virtually or in person as required); periodic district leadership and all-staff meetings; cross-coordination calls with the Online and In-Person Administrative Assistants and HR/Business Manager.
- **Compensation:** Per the CCS Administrative Assistant Pay Scale, Administrative Assistant IV (Additional Executive Leadership Support, District-wide). Hourly rate range \$22.00–\$27.25 depending on education level (Associates, BA, or BA+15) and step placement (Steps 0–5). This is the highest classification on the CCS Administrative Assistant Pay Scale, reflecting the executive-level scope, confidential responsibility, and direct Superintendent reporting line. Step advancement is annual with satisfactory performance, capped at Step 5. Education premiums apply per the published scale; the BA+15 lane is available only at the Administrative Assistant IV level.
- **Note on Current Placement:** This JD update formalizes the existing reporting relationship and remote work arrangement and does not, on its own, constitute a compensation change. Current incumbent placement, including any red-circle protections, continues per Board-approved compensation actions.

- **Benefits:** Per CCS staff benefits policy for full-time positions, including health insurance eligibility, retirement (PERA as applicable), and paid leave.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____
Immediate Supervisor Approval: _____ Date: _____
Human Resources Review: _____ Date: _____
Board Approval Date: _____

environmentally  literate learners