



JOB DESCRIPTION

JOB TITLE

In-Person Administrative Assistant

FTE/HOUR ALLOTMENT

1.0 FTE | 40 hours per week | Hourly (non-exempt)

Schedule established by the In-Person Principal and aligned to the school calendar with adjustments for staff in-service days, conferences, and other scheduled school operations. Includes summer hours.

REPORTING STRUCTURE

Reports to: In-Person Principal

Coordinates with: District HR/Business Manager (records, payroll-adjacent administrative functions); In-Person Engagement Lead (events, family communications); District Administrative Assistant (district-level scheduling and records); In-Person teaching staff (daily school operations 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

Crosslake Community School In-Person Program (PreK–8)

JOB SUMMARY/PURPOSE

The In-Person Administrative Assistant serves as the first face of the school for students, families, staff, and visitors entering the CCS in-person campus. This role provides direct administrative support to the In-Person Principal and is responsible for the day-to-day operations of the front office, including reception, visitor management, attendance, student and staff records, school communications, and scheduling. The Administrative Assistant is essential to the smooth running of the school and the experience every family has from the moment they walk through the door. Working in close partnership with the In-Person Principal, this position holds the rhythm of the office and ensures that the school feels welcoming, organized, and responsive to the needs of students, families, and staff.

Scope boundary: This position handles building-level administrative work that requires physical presence at the school, including front desk reception, attendance, family communications, and operationally-tethered tasks like receiving deliveries, scanning mail, preparing deposits for transfer, and providing access credentials to substitutes. Centralized financial and HR operations such as payroll processing, accounts payable, purchase order management, audit preparation, personnel files, benefits administration, and grant expenditure tracking are the responsibility of the HR/Business Manager and the HR/Finance Assistant, not this role.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

For Students:

- Creating a welcoming, safe, and consistent first point of contact in the school office that supports student belonging and confidence.
- Supporting student attendance, health, and daily school operations so learners can focus on learning.

For Staff & Community:

- Providing reliable, organized administrative support that allows the In-Person Principal and instructional staff to focus on instruction and student support.
- Serving as the welcoming face of CCS for families, visitors, and community members — directly shaping the school's reputation in the Crosslake community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Front Desk & Reception

- Serve as the primary point of contact for students, families, staff, visitors, and community members entering the school.
- Manage visitor sign-in, badging, and access protocols in alignment with school safety procedures.
- Answer the school phone, route calls appropriately, and respond to inquiries with professionalism and accurate information.
- Monitor and respond to the school's general email inbox; route messages to the appropriate staff member.
- Maintain a welcoming, organized, and well-stocked front office environment.

Direct Support to the In-Person Principal

- Manage the In-Person Principal's calendar, scheduling meetings, family conferences, and external appointments.
- Prepare materials, agendas, and documents for meetings, parent conferences, and family communications as requested.
- Handle confidential correspondence, student records, and personnel-adjacent matters with discretion and accuracy.
- Coordinate logistics for Principal-led events, in-service days, and staff meetings.
- Support the Principal in tracking action items, deadlines, and follow-ups.

Attendance Coordination

- Serve as the in-person attendance coordinator, taking and tracking daily student attendance, recording absences and tardies, and following up with families on unexcused absences.
- Monitor attendance trends and flag patterns of concern to the In-Person Principal.
- Coordinate with families on attendance documentation, late arrivals, early dismissals, and planned absences.
- Support the In-Person Principal in implementing attendance initiatives, incentives, and outreach to families.

Student Records & Documentation

- Maintain accurate, current, and confidential student records in compliance with FERPA and Minnesota Department of Education requirements.
- Process new student enrollment paperwork, transfers, withdrawals, and student information updates.
- Manage health office records and documentation in coordination with school health staff.
- Coordinate with the District HR/Business Manager and District Administrative Assistant on records that cross the in-person and district levels.
- Provide notary public services for school documents, family/student documentation, and staff paperwork as needed.

Family & Community Communications

- Manage routine family communications, including absence notifications, schedule changes, weather-related updates, and general school information.
- Greet families and community members at school events held during office hours.

- Coordinate with the In-Person Engagement Lead on family-facing communications and event logistics where the front office is involved.
- Provide consistent, accurate, and professional information to families inquiring about the school.

School Operations Support

- Support daily school operations, including arrival, dismissal, lunch, and emergency drills as needed.
- Process and distribute mail and deliveries to staff.
- Receive, log, and reconcile Amazon and other vendor deliveries arriving at the school; route packing slips and receipts to the HR/Business Manager or HR/Finance Assistant for centralized processing.
- Scan postal mail, invoices, and physical receipts to the appropriate digital systems and forward to the HR/Business Manager or HR/Finance Assistant for processing.
- Prepare and document community education and field-trip-related deposits collected at the school for transfer to the HR/Business Manager.
- Order, receive, and distribute office and classroom supplies; track supply budget within authority delegated by the In-Person Principal.
- Provide building access credentials (fobs/keys) to substitute teachers and temporary staff during their working hours; return credentials at the end of the shift.
- Maintain the school calendar and master schedule documentation in coordination with the Principal and instructional staff.
- Support emergency response procedures, including communication with families and serving as a calm, organized presence during incidents.
- Provide first-aid response in coordination with school health staff for minor incidents during the school day.
- Process and route field trip request forms received at the front desk for completeness and Principal approval; forward approved requests to appropriate staff for transportation and logistics.

Substitute & Staffing Support

- Coordinate substitute teacher requests, scheduling, and check-in for short-term staff absences.
- Maintain accurate substitute records and timekeeping documentation.
- Support staff onboarding logistics and new-hire paperwork in coordination with the District HR/Business Manager.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Treating every student, family member, staff member, visitor, and caller with consistent professionalism, warmth, and care, regardless of the reason for their visit or call.
- **Excellence:** Maintaining a high standard of accuracy, organization, and responsiveness in all administrative work and front office operations.

- **Learning:** Staying current with school operations, district systems, and new tools that improve the front office experience for students, families, and staff.
- **Integrity:** Handling confidential student, family, and personnel information with discretion; maintaining accurate records; and representing CCS truthfully in every interaction.
- **Community:** Serving as the welcoming face of CCS in the Crosslake community and ensuring every family feels seen and supported from the moment they enter the school.

REQUIRED QUALIFICATIONS

Education & Credentials:

- High school diploma or GED required. Post-secondary coursework or a certificate in office administration, business, or a related field is preferred.
- An active Minnesota notary public commission, or willingness to obtain within the first 90 days of hire (CCS supports application costs and renewal).

Experience:

- Minimum of 2 years of administrative, office management, customer service, or front-desk experience.
- Experience handling confidential information and records.
- Experience working in a school or other public-facing setting preferred.

Knowledge / Skills:

- Strong organizational and time-management skills with the ability to manage multiple priorities calmly and effectively.
- Excellent verbal and written communication skills.
- Ability to handle confidential information with discretion and accuracy.
- Strong customer-service orientation; able to remain calm, friendly, and professional in busy or stressful moments.
- Familiarity with FERPA and the importance of student records confidentiality.

Technology Proficiency:

- Demonstrated proficiency with Google Workspace (Gmail, Calendar, Drive, Docs, Sheets) and Microsoft Office (Word, Excel).
- Comfort learning and using Infinite Campus (CCS's district-wide student information system) for attendance, enrollment, student records, and family communications, along with other school administrative software.

Personal Attributes:

- Warm, welcoming, and professional demeanor consistent with serving as the school's first impression.

- Patience, adaptability, and grace under pressure — especially during busy arrival/dismissal windows and unexpected situations.
- Comfort and skill in working with students across the PreK–8 age range.
- Reliability, dependability, and strong attendance — the front office cannot run without consistent staffing.
- Commitment to environmental education and community impact.

PREFERRED QUALIFICATIONS

- Prior experience in a K–12 school front office, particularly at the elementary or middle school level.
- Prior experience with Infinite Campus (or comparable student information systems such as JMC or PowerSchool).
- Experience with attendance coordination and family outreach.
- First-aid and CPR certification, or willingness to obtain.
- Existing connections to or knowledge of the Crosslake / Brainerd Lakes / Pequot Lakes area community.

WORKING CONDITIONS

- In-person work environment at the CCS Crosslake campus during scheduled school days.
- Standard school day hours; flexibility required for occasional early-arrival or late-stay needs aligned with school events and operations.
- Frequent interaction with students, families, staff, and visitors throughout the day.
- Frequent sitting and computer work; regular standing, walking, and movement around the front office and adjacent spaces.
- Occasional lifting and carrying of supplies and materials up to 25 lbs.
- Possible exposure to common school-environment illnesses and minor first-aid situations.
- Some flexibility for limited school-related travel (e.g., training, district meetings) as approved by the In-Person Principal.

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](mailto: 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, school-year schedule with additional days as required for staff in-service, conferences, and back-to-school operations. Reduced hours in summer. Specific days and hours established by the In-Person Principal.
- **Position Type:** In-person, classified hourly / non-exempt under FLSA. Eligible for overtime if hours exceed 40 in any workweek.
- **Technology Requirements:** Must maintain and regularly update Google Calendar; CCS uses Google Workspace.
- **Meeting Requirements:** Weekly check-in with the In-Person Principal; in-person staff meetings as scheduled; periodic coordination with the District Administrative Assistant and HR/Business Manager.
- **Compensation:** Per the CCS Administrative Assistant Pay Scale, Administrative Assistant I (Small Campus Support, schools with 200 or fewer students). Hourly rate range \$16.50–\$21.00 depending on education level (HS/GED, Associates, or BA) and step placement (Steps 0–5). Step placement at hire is determined by years of relevant experience and applicable education. Step advancement is annual with satisfactory performance, capped at Step 5. Education premiums apply per the published scale.
- **Benefits:** Per CCS staff benefits policy for full-time hourly 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: _____