JOB DESCRIPTION

JOB TITLE

PreK-8 Engagement Lead

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Principal - In-person and Principal - K-8 Online School

Collaborates with: Engagement Lead - Online High School and all district-level staff

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) and Online Program (K-8)

JOB SUMMARY/PURPOSE

The Engagement Lead - PreK-8 serves a critical, dual-program role connecting our youngest learners and their families across the district. This hybrid position fosters strong relationships within the PreK-8 in-person community while simultaneously integrating K-8 online students into unified, cross-pathway experiences. Additionally, this role serves as the district's Environmental Education (EE) Coordinator, spearheading EE initiatives for both the in-person and online schools. By championing a cohesive middle school experience and deeply connected elementary programs, this role ensures a unified culture that reflects the district's mission and values, regardless of how a student attends classes.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students**:
    - Creating highly engaging, age-appropriate experiences that foster belonging, connection, and school pride for early childhood and middle-grades learners.
    - Facilitating a "True Middle School Experience" that bridges the in-person and online populations through joint events, field trips, and shared milestones.
- **For Staff & Community**:
    - Supporting unified engagement initiatives that break down silos between in-person and online programs, establishing Crosslake as a unified community hub.
    - Building strategic community partnerships and embedding Environmental Education seamlessly across both learning modalities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cross-Pathway Engagement & Event Leadership

- **Major Events:** Lead coordination for unified PreK-8 events, including Open House, Holiday Open House, Cabin Fever, St. Patrick’s Day parade, and Last Day of School celebrations, ensuring online families are actively invited and integrated.
- **Middle School Culture:** Design and execute a distinct middle school experience, including joint in-person/online middle school dances, social events, and a dedicated 8th-grade graduation ceremony.
- **Field Trip Coordination:** Plan and execute 4-6 annual field trips (managing venue contacts, transportation, and family communication) designed to be accessible to both in-person and online K-8 learners.
- **Family Programming:** Develop targeted family engagement strategies and serve as the point of contact for community education programs and the Parent Advisory Council.

Environmental Education (EE) Coordination (District-Wide)

- **Serve as the primary EE Coordinator** for both the in-person and online schools, ensuring integration of the Environmental Learning Plan into daily operations and culture.
- **Maintain and leverage key partnerships** with the National Loon Center, Camp Knutson, Osprey Wilds, and other environmental organizations to create hands-on and virtual learning experiences.
- **Coordinate school-wide EE initiatives** (such as MESS-E and Salt Watch) and support teaching staff in aligning instructional plans with environmental stewardship goals.

District Collaboration & Communication

- **Cross-Platform Unity:** Partner closely with the Engagement Lead - Online High School to unify district initiatives, alternate leadership on the marketing committee, and execute district-wide events.
- **Community Partnerships: Attend Chamber Business meetings, LAKE Foundation meetings, and civic events** to represent CCS and build partnerships that benefit our PreK-8 populations.
- **Staff Support: Collaborate with both PreK-8 Principals** to encourage student celebrations, manage staff appreciation initiatives, and serve on the MnMTSS committee.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building strong relationships with students, families, and colleagues by valuing diverse perspectives and designing engagement opportunities that are inclusive, culturally responsive, and accessible to all.
- **Excellence:** Leading innovative, future-ready engagement strategies that elevate the student experience and align with district-wide goals for continuous improvement and high-quality programming.
- **Learning:** Staying ahead of emerging trends in online education and digital connection to continuously improve virtual community-building and engagement practices.
- **Integrity:** Ensuring transparent communication, honoring commitments, and representing the school with professionalism in both internal and external partnerships.
- **Community:** Uniting online and seat-based communities through collaborative initiatives, virtual and in-person events, and engagement models that foster a sense of belonging across the entire district.

REQUIRED QUALIFICATIONS

- **Education**:
    - Bachelor's degree in Education, Youth Development, Social Work, Counseling, an MDE-defined content area, or a closely related field

    - Valid Minnesota Teaching, School Counselor, or Social Work License or a minimum of 2 years of professional experience in student engagement, youth development, or a related educational support role
- **Experience**:
    - Minimum of 1 to 2 years of experience working with youth in an educational, community, or advocacy setting, with a focus on student engagement or program coordination.
- **Knowledge/Skills**:
    - Strong understanding of asynchronous online learning environments and virtual engagement strategies
    - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively
    - Strong organizational and project management abilities; public speaking and presentation skills; deep understanding of early childhood and middle school developmental needs.
- **Technology Proficiency**
    - Demonstrated fluency with educational technology tools including Google Workspace (Docs, Meet, Drive, Calendar), Microsoft Office (Word, Excel, PowerPoint), and learning management systems (LMS).
    - Ability to integrate technology creatively and effectively into instruction and school operations, with a growth mindset toward emerging tools and practices, including AI.
- **Personal attributes**:
    - Commitment to environmental education and making a positive community impact
    - Excellent verbal and written communication skills
    - Demonstrated ability to communicate effectively across multiple modalities, including virtual one-on-one meetings with students (a core expectation), as well as through phone calls, email, chat, and optional group virtual instruction.
    - Must be responsive, approachable, and committed to fostering strong connections in online and in-person learning environments.
    - Professionalism, adaptability, and a student-centered mindset

PREFERRED QUALIFICATIONS

- Experience teaching or coaching in an online or blended learning environment
- Familiarity with special education supports and inclusive instructional practices
- Experience working with diverse learners, including students with IEPs or English language learners
- Willingness to participate in or lead extracurricular activities or school events
- Experience with educational technology integration and innovation, digital instructional design, or AI-informed teaching practices.

WORKING CONDITIONS

- Hybrid work environment with a typical 8-hour workday
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties
- Annual schedule includes 185 school calendar days (175 instructional days + 10 professional development and planning days), prorated based on start date
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching
- Must be able to talk and hear effectively to support virtual instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for in-person collaboration or training
- Requires strong organization, independent time management, and the ability to collaborate virtually with staff and leadership

TERMS OF EMPLOYMENT

- **Agreement:** 185 school calendar days
- **Schedule:** 8 hours per day; general business hours are 7:45 a.m. to 3:45 p.m. with flexibility as needed
- **Position Type:** Hybrid work environment supporting both on-site (Crosslake, MN) and online programs.
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend all required weekly meetings including Marketing, and full staff meetings for both schools
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Summer Flexibility**: Option for adjusted schedule for event planning and preparation
- **Professional Development:** Funding for engagement-related professional development
- **Salary Range:** $45,200 - $58,968
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

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.

Board Approved Date: _____


environmentally
MN
literate learners