

JOB DESCRIPTION

JOB TITLE

Director of Online Learning

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Supervises: Online School Staff

Collaborates with: Director of Seat-Based Learning, all district-level staff, and online team

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

Online Learning Program (K-12)

JOB SUMMARY/PURPOSE

The Director of Online Learning serves as the principal administrator for Crosslake Community Schools' K-12 Online Program, leading educational excellence for approximately 537 students through innovative virtual learning experiences. This position collaborates closely with the Executive Director and Director of Seat-Based Learning to ensure cohesive district-wide implementation of our mission while developing distinctive online learning opportunities that promote environmental literacy and community engagement.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

For Students:

- Providing relevant, engaging learning opportunities aligned with student interests through flexible online scheduling and personalized learning pathways
- Supporting students to feel appreciated, understood, cared for, and included through virtual community building and individualized attention

For Staff & Community:

- Fostering a collaborative, supportive work environment through virtual team building and professional learning communities
- Ensuring effective communication with families and community members through accessible online platforms and regular engagement

ESSENTIAL DUTIES AND RESPONSIBILITIES

Online Program Leadership and Vision

- Develop and implement comprehensive vision for K-12 Online School aligned with district mission and Strategic Roadmap
- Create program-specific goals for academic achievement, student engagement, and virtual community building
- Lead curriculum development and implementation ensuring Minnesota standards compliance and environmental education integration
- Monitor online student achievement and implement improvement strategies based on data analysis
- Collaborate with Executive Director on district-wide strategic initiatives and resource allocation

Virtual Learning Operations and Management

- Oversee all aspects of online school operations including scheduling, enrollment management, and virtual classroom coordination

- Ensure cohesive K-12 learning environment providing flexibility in scheduling and format as specified in Strategic Roadmap
- Develop and maintain online school handbooks, policies, and virtual learning procedures
- Coordinate with Student Data and Enrollment Coordinator on online enrollment processes and data management
- Work with District IT Manager and Technology Coordinator to optimize online learning platforms and technology

Online Staff Leadership and Development

- Supervise and evaluate online teaching staff, ensuring consistent support across K-12
- Lead virtual staff meetings and online professional development initiatives
- Foster collaborative culture among geographically dispersed online staff through virtual team building
- Coordinate with HR/Business Manager on online staff recruitment, evaluation, and professional development
- Collaborate with Special Education Coordinator to ensure appropriate online services for students with disabilities
- Maintain staff PTO information in tracking spreadsheets and databases
- Input substitute teacher information into calendar management systems
- Recruit, schedule, and coordinate substitute teachers and paraprofessionals for absent staff
- Track paid time off (PTO) for staff requiring substitute coverage in coordination with HR/Business Manager

Student Support and Virtual Community Building

- Oversee development of online student support systems and virtual engagement opportunities
 - Oversee Multi-Tiered Systems of Support (MTSS) processes specific to online learning environment
- Create distinctive online school identity and traditions for K-5, 6-8, and 9-12 students
- Implement strategies to promote student connection and engagement in virtual settings
- Coordinate virtual extracurricular activities and community-building events

Environmental Education and Community Engagement

- Collaborate with district staff to implement Environmental Learning Plan in virtual settings
- Develop innovative approaches to environmental education through online platforms and virtual field experiences
- Create opportunities for online students to engage in community impact projects across Minnesota
- Coordinate virtual environmental education connections and citizen science projects
- Work with Director of Seat-Based Learning on shared environmental initiatives and cross-program collaboration

Technology Leadership and Online Safety

- Partner with District IT Manager on selection and implementation of online learning platforms and digital tools
- Ensure online learning environments are secure, accessible, and user-friendly for students and families
- Develop and implement online safety protocols and digital citizenship programs
- Coordinate with Technology Coordinator on technical support for online students and families
- Lead development of AI usage policies and guidelines for online educational applications

Family and Community Engagement

- Build strong relationships with online families through virtual meetings, communications, and support systems
- Create opportunities for meaningful engagement between online students and families across the state
- Establish partnerships with statewide educational and environmental organizations
- Represent Online School in statewide networks and educational forums
- Collaborate with Administrative Assistants on communication and engagement strategies

District Collaboration and Communication

- Participate in weekly 1:1 meetings with Executive Director and weekly District Cabinet meetings
- Conduct weekly 1:1 meetings with Director of Seat-Based Learning for cross-program coordination and collaboration
- Coordinate with Assessment & Curriculum Coordinator on online assessment delivery and curriculum alignment
- Work with all district-level staff to ensure online program integration and resource sharing

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Creating inclusive virtual environments that honor diverse backgrounds and learning needs of online students

Excellence: Maintaining high standards of online education quality, student engagement, and virtual learning innovation

Learning: Staying current with online education best practices and modeling continuous growth in digital leadership

Integrity: Ensuring transparent communication with online families and maintaining ethical virtual learning practices

Community: Building meaningful connections among online students, families, and staff across Minnesota

REQUIRED QUALIFICATIONS

Education and Licensing

- Master's degree required
- Minnesota Administrative Licensure (K-12 Principal) required, or demonstrable progress toward completion
- Valid Minnesota teaching license with at least three years of experience
- Specific training or certification in online/digital learning preferred

Experience and Online Education Expertise

- Minimum five years of teaching experience, with at least two years in online education
- Prior administrative or leadership experience in educational settings
- Demonstrated success in virtual curriculum development and implementation
- Experience with learning management systems and online instructional platforms
- Background in innovative online instructional approaches

Knowledge and Skills

- Comprehensive understanding of online and digital learning best practices
- Knowledge of Minnesota academic standards and graduation requirements
- Understanding of charter school operations and compliance requirements
- Advanced proficiency with learning management systems and online collaboration tools
- Excellence in virtual communication and remote team management

Leadership Attributes

- Visionary leadership with focus on innovation in digital learning
- Strong interpersonal skills with ability to build relationships in virtual environments
- Collaborative mindset with commitment to district-wide success and cross-program cooperation
- Adaptability in responding to evolving educational technology while maintaining professional conduct
- Self-directed work style with ability to manage remote teams effectively

PREFERRED QUALIFICATIONS

- Experience with Canvas, Google Classroom, and other online learning platforms
- Background in environmental education or virtual environmental programming
- Experience with virtual student engagement and online community building
- Knowledge of accessibility requirements for digital learning environments

- Experience working in charter school or innovative educational settings

WORKING CONDITIONS

- Fully remote position with occasional on-site presence for district meetings and events
- Standard business hours with flexibility for virtual events and family engagement
 - Regular coordination with Executive Director, Director of Seat-Based Learning, and all district-level staff
- Travel occasionally for professional development and statewide educational meetings
- Extended computer use for virtual meetings, online instruction oversight, and digital platform management

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. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position, year-round (220 days)

Schedule: 8 hours per day with flexibility for virtual programming and family engagement needs

Position Type: Fully remote with occasional on-site requirements for district meetings •

Technology Requirements: Must maintain updated Google Calendar and proficiency with online learning platforms

Meeting Requirements: Must attend weekly 1:1s with Executive Director, weekly 1:1s with Director of Seat-Based Learning, District Cabinet meetings, and collaboration sessions with district-level staff

Delegation Structure: Must establish clear online program delegation protocols during absences

Salary Range: \$_____ annually, depending on qualifications and experience

Benefits: Comprehensive benefits package including health insurance, retirement, and paid time off

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

Board Approved Date: _____