



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

Crosslake Community Schools Job Description

Position:

Online Spanish/Electives Teacher

Location:

Crosslake Community School Online Program (remote)

FTE/ Hour Allotment:

TBD

Immediate Supervisor:

Director of Online Learning

Position Summary:

The Spanish/Electives teacher role is part time with actual FTE to be determined with the candidate.

Performance Responsibilities

- Teaches Spanish and electives curriculum to online students, including students who receive special education services, in grades 9-12 in alignment with state standards.
- Plans and implements instruction to ensure that all students meet and exceed the State Content Standards.
- Confers with students, parents, and administration to resolve student problems.
- Records professional learning/continuing education activities.
- Maintains valid teaching license in assigned areas.

Student Learning

- Participates in student/parent conferences and online school events.
- Assesses and monitors student learning outcomes/MN standards.
- Articulates clear statements of learning standards and outcomes.
- Promotes pleasant manner with staff, students and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Maintains effective student management in accordance with school policies and procedures.
- Provides appropriate guidance to paraprofessionals. (If Needed)

Teaming

- Cooperates with the work/plans of the grade level team.
- Attends all staff meetings.
- Attends all team meetings.
- Performs functions as assigned by team, team leader or Director.
- Articulates and advances school the mission.
- Supports school-wide efforts around Environmental Education and College/Career Readiness.
- Works effectively as a team member in: planning, shared decision making, problem solving, and communicating.
- Participates in/implements staff development activities.

Other duties as assigned by the Director.

Requirements:

- MN Teaching Licensure in Spanish, covering at least grades 9-12 (other licensure areas or potential to apply for out-of-field permission considered as well).
- Demonstrated computer literacy in Word, Excel, PowerPoint, and Google applications such as Google Drive, GoogleDocs, and the calendar function.
- Background with youth in teaching, advising, or advocacy capacities.
- Ability to work well alone as well as with others.
- Ability to multitask.
- Ability to prioritize competing tasks.
- Organizational skills.

Salary or Hourly Range:

\$17,982.00 to \$18,708.47 (.5 FTE)

\$35,964 to \$37,416.95 (1 FTE)

Benefits Package:

Benefits package will be available at interview for review.

Board Approved: