

# **JOB DESCRIPTION**

## **JOB TITLE**

Principal - In-person

## **FTE/HOUR ALLOTMENT**

1.0 FTE

## **REPORTING STRUCTURE**

**Reports to:** District Superintendent

**Supervises:** In-Person School Staff

**Collaborates with:** Principal - Online, all district-level staff, and in-person 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**

In-Person Program (PreK-8)

## **JOB SUMMARY/PURPOSE**

The Principal - in-person serves as the principal administrator for Crosslake Community Schools' PreK-8 In-person Program, leading educational excellence for students through hands-on, interactive learning experiences. This position collaborates closely with the District Superintendent and Principal - Online to ensure cohesive district-wide implementation of our mission while developing distinctive in-person learning opportunities that emphasize environmental education and community connections.

# **STRATEGIC ALIGNMENT & EXPERIENCE IMPACT**

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

## **For Students:**

- Creating hands-on, interactive learning experiences including outdoor education that connect students with their environment and community
- Supporting students to feel appreciated, understood, cared for, and included through personalized attention and inclusive classroom practices

## **For Staff & Community:**

- Fostering a collaborative, supportive work environment through team building and unified campus culture
- Ensuring effective communication with families and community members through welcoming campus environment and active engagement

# **ESSENTIAL DUTIES AND RESPONSIBILITIES**

## **In-Person Program Leadership and Vision**

- Develop and implement comprehensive vision for PreK-8 In-person School aligned with district mission and Strategic Roadmap
- Create program-specific goals for academic achievement, hands-on learning, and campus community building
- Lead curriculum development and implementation ensuring Minnesota standards compliance and environmental education integration
- Monitor seat-based student achievement and implement improvement strategies based on data analysis
- Ensure oversight and follow through with School initiatives such as HRS, Catalyst, etc
- Collaborate with District Superintendent on district-wide strategic initiatives and resource allocation

## **Campus Operations and Management**

- Oversee daily operations of physical school campus including facility usage, safety protocols, and maintenance coordination

- Ensure cohesive PreK-8 learning environment providing hands-on, interactive experiences as specified in Strategic Roadmap
- Develop and maintain seat-based school handbooks, policies, and campus procedures
- Coordinate with Student Data and Enrollment Coordinator on seat-based enrollment processes and attendance management
- Work with District IT Manager and Technology Coordinator to integrate technology effectively in classroom instruction

### **In-Person Staff Leadership and Development**

- Supervise and evaluate seat-based teaching staff, ensuring consistent support across PreK-8
- Lead campus staff meetings and in-person professional development initiatives
- Foster collaborative culture and "one team" mentality among all campus staff
- Coordinate with HR/Business Manager on seat-based staff recruitment, evaluation, and professional development
- Collaborate with Special Education Manager to ensure appropriate on-site 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 Campus Community Building**

- Oversee development of seat-based student support systems and campus engagement opportunities
- Lead Multi-Tiered Systems of Support (MTSS) processes specific to in-person learning environment
- Create positive school climate focused on student wellbeing, belonging, and environmental stewardship
- Implement campus-based positive behavior support strategies and community building initiatives

- Approval and oversight of after-school programs, field trips, and extracurricular activities

## **Environmental Education Leadership**

- Collaborate with district staff to implement Environmental Learning Plan with emphasis on outdoor and hands-on experiences
- Ensure integration of environmental education throughout campus curriculum and daily operations
- Promote outdoor learning opportunities and environmental stewardship as core campus experiences
- Coordinate environmental projects and community impact initiatives that engage local partnerships
- Work with Director of Online Learning on shared environmental initiatives and cross-program collaboration

## **Campus Facilities and Safety Management**

- Oversee campus safety protocols, emergency procedures, and facility security measures
- Coordinate with Lakes Foundation on facility needs, improvements, and maintenance planning
- Oversight of campus-based transportation services and supervise coordination of field trip logistics
- Supervise non-instructional staff including custodial, food service, and campus support personnel
- Ensure safe and well-maintained learning environment that supports hands-on and outdoor education

## **Community Engagement and Local Partnerships**

- Build and maintain strong relationships with local families and Crosslake community including the LAKE foundation, City of Crosslake, Chamber of Commerce, area businesses, etc. in cooperation with the Community Engagement Lead, with particular focus on uplifting and strengthening the District Superintendent's relationships with these key contacts and stakeholders
- Develop community-based learning opportunities and local partnership initiatives
- Coordinate community impact projects that reinforce environmental education mission
- Represent in-person program at local community events and functions

- Collaborate with Administrative Assistants on family communication and community engagement strategies

## **District Collaboration and Communication**

- Participate in weekly 1:1 meetings with District Superintendent and weekly District Cabinet meetings
- Conduct weekly 1:1 meetings with Principal - Online for cross-program coordination and collaboration
- Coordinate with Teaching and Learning Coordinator on seat-based assessment delivery and curriculum implementation
- Coordinate with Teaching and Engagement Coordinator to support the establishment and maintenance of a Parent Advisory Council that is fully run and operated by parents
- Work with all district-level staff to ensure seat-based program integration and resource sharing

## **CORE VALUES DEMONSTRATED IN THIS ROLE**

This position demonstrates our core values through:

**Respect:** Creating inclusive campus environments that honor diverse backgrounds and learning needs of all students and families

**Excellence:** Maintaining high standards of in-person education quality, campus safety, and hands-on learning experiences

**Learning:** Staying current with elementary education best practices and modeling continuous growth in educational leadership

**Integrity:** Ensuring transparent communication with families and maintaining ethical campus leadership practices

**Community:** Building meaningful connections among students, families, staff, and local community partners

## **REQUIRED QUALIFICATIONS**

### **Education and Licensing**

- Master's degree required, or demonstrable progress toward completion

- Minnesota Administrative Licensure (K-12 Principal) required, or demonstrable progress toward completion
- Valid Minnesota teaching license with at least three years of experience
- Environmental education background or training preferred

### **Experience and Elementary Education Expertise**

- Minimum five years of teaching experience in K-8 setting
- Prior administrative or leadership experience in educational settings
- Demonstrated success in elementary curriculum development and implementation
- Experience with hands-on, project-based learning approaches
- Background in campus management and facility operations

### **Knowledge and Skills**

- Comprehensive understanding of best practices in K-8 education
- Knowledge of Minnesota academic standards and elementary education requirements
- Understanding of charter school operations and compliance requirements
- Strong project management and campus operations skills
- Excellence in community engagement and family communication

### **Leadership Attributes**

- Visionary leadership with focus on innovative elementary education practices and positive campus culture
- Strong interpersonal skills with ability to build relationships with diverse stakeholders
- Collaborative mindset with commitment to district-wide success and cross-program cooperation
- Visible, hands-on leadership presence that models respect and professionalism
- Passion for environmental stewardship and community engagement

## **PREFERRED QUALIFICATIONS**

- Experience with environmental education or outdoor learning programming
- Background in PreK-12 school administration or campus leadership
- Experience with charter school or innovative educational settings
- Knowledge of facility management and campus safety protocols
- Experience with community partnership development

## WORKING CONDITIONS

- On-site position at Crosslake campus with regular presence required for campus leadership
- Standard business hours with flexibility for campus events and family engagement
- Physical demands include campus supervision, outdoor activities, and facility oversight
- Regular coordination with District Superintendent, Principal - Online, and all district-level staff
- Occasional evening meetings for family events or community engagement
- Extended interaction with students, families, staff, and community members

## 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 (235 days)

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

**Position Type:** On-site at Crosslake campus with occasional travel for professional development

**Technology Requirements:** Must maintain updated Google Calendar and coordinate with district technology platforms

**Meeting Requirements:** Must attend weekly 1:1s with District Superintendent, weekly 1:1s with Principal - Online, District Cabinet meetings, and collaboration sessions with district-level staff

**Delegation Structure:** Must establish clear campus delegation protocols during absences

**Salary Range:** \$73,600 - \$92,000 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](mailto:hiring@crosslakekids.org).

**Board Approved Date:** 12/15/2025