



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

Crosslake Community Schools Job Description

Position:

Primary Grades Classroom Teacher of Seat-Based Learning

Location:

Crosslake Community School

FTE/ Hour Allotment:

1.0 FTE

Immediate Supervisor:

Director of Seat Based Learning

Position Summary:

1.0 FTE Primary Grades (1 - 4)

Qualifications:

Valid Minnesota Teaching License in assigned area

Performance Responsibilities:

- Establishes and maintains a personal learning plan for all students.
- Holds parent/student conferences 2 times per year (more if necessary).
- Assesses and monitors student learning outcomes/MN standards
- Assures that educational activities are differentiated based on learner needs.
- Articulates clear statement of learning standards and outcomes.
- Uses a range of assessment tools: performance, norm-referenced, criterion-referenced, portfolio, etc.
- 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 to school policy and procedures.
- Recess, playground, lunchroom as required.
- Provides appropriate guidance to paraprofessionals in classroom.
- Cooperates with the work/plans of the grade level team.
- Attends all staff meetings.
- Attends all team meetings.
- Performs functions as assigned by grade level team or Executive Director.
- Articulates and advances school mission.
- Serves on various committees as needed.
- Works effectively as a team member in: planning, shared decision making, problem solving, and communicating.

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		
Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

Salary or Hourly Range:

External candidate cannot hire past Step 3.

Internal candidate has the opportunity to retain their step.

Benefits Package:

Benefits package will be available at interview for review.

Work Schedule and Agreement:

- Number of Days: 176 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:45 a.m. to 3:45 p.m.
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Seat-Based Director

Board Approved: