

SY 24-25 Crosslake Community Schools Job Description

Position: Online CCS Curriculum Coordinator

Location: Remote

FTE/ Hour Allotment: Half-Time (0.5 FTE / 20 hours per week) - may be combined with additional role to be full-time

Immediate Supervisor: Director of Online Learning

Position Summary:

The Online Curriculum Coordinator will oversee the development, implementation, and evaluation of curriculum for Crosslake Community School's (CCS) online program. This role will ensure alignment with Minnesota state standards, support the implementation of Multi-Tiered Systems of Support (MnMTSS), adhere to the requirements of the Minnesota Reading to Ensure Academic Development (READ) Act and work collaboratively with teachers, administration, and other stakeholders to enhance student learning outcomes in a virtual environment. The Coordinator will work in close partnership with the Director of Online Learning, District Technology Manager, District HR/Business Manager, District Assessment Coordinator, District Engagement Coordinator and other Coordinator roles.

Essential Duties and Responsibilities:

1. Online Curriculum Development and Alignment

- Create a curriculum development process, including review of documents prepared by teachers
- Ensure all curriculum stays aligned with Minnesota state standards
- Work with administration, committees, and departments to support the academic needs of all students, including gifted and talented students and students with disabilities
- Provide input to committees and departments to assist with planning, development, and evaluation of curriculum, including scope and sequence
- Analyze school testing data to ensure complete and accurate curriculum suggestions are in place

2. Online MnMTSS Implementation

- Collaborate with the school's MnMTSS team to integrate tiered supports into the online curriculum
- Support the development and implementation of evidence-based interventions for reading, math, and behavior within the online learning environment

3. Online Professional Development

- Plan and implement staff development programs that enhance curriculum and instruction in an online setting

- Provide support and guidance to faculty in handling day-to-day problems of online instruction and implementation of new methodologies
- Maintain and share professional expertise on current and best educational and pedagogical practices for online learning
- Coordinate and participate in a variety of trainings offered by the Minnesota Department of Education
- Lead the development and implementation of culturally responsive practices within the school's instructional framework

4. Online Culturally Validating/Responsive Education

- Lead the development of a culturally responsive rubric for teacher evaluation
- Participate in Communities of Practice focused on embedding culturally responsive methodologies
- Ensure alignment of the school's rubric with Standards of Effective Practice
- Foster a collaborative learning culture that embraces culturally relevant leadership practices

5. Online Technology Integration

- Collaborate with the Technology Manager and Coordinators to ensure effective integration of educational technology tools in the online curriculum
- Stay informed about advancements in educational technology and online learning platforms
- Provide training and act as a resource for teaching with Canvas and Edgenuity
- Provide training and act as a resource for instructional design and online distance learning best practices
- Act as primary technology administrator for Canvas Learning Management System and 3 Imagine Learning portals (Edgenuity, MyPath, and K-5)
- Troubleshoot teacher and/or student problems with Canvas and Imagine Learning products

6. Online Compliance and Reporting

- Collaborate with the District Assessment Coordinator to ensure compliance with Minnesota Department of Education requirements for online charter schools, particularly in areas related to assessment and data reporting
- Assist in the preparation of the Annual Report and other required documentation, focusing on curriculum and assessment data

7. Online Stakeholder Communication

- Coordinate with the District Assessment Coordinator to communicate assessment-related updates and changes to teachers, administration, school board, and community members
- Collaborate with the leadership team to ensure that curriculum and assessment practices consistently reflect the school's vision, mission, and core values

- Provide regular updates to stakeholders on how curriculum and assessment practices support the school's guiding principles
- Develop a curriculum review process, engaging parent volunteers and other stakeholders as appropriate

8. Additional Responsibilities

- Coordinate curriculum purchase agreements for main LMSs (Canvas and Imagine Learning)
- Coordinate staff-requested curriculum purchases
- Attend appropriate finance committee meetings and provide curriculum cost estimates for budget planning
- Organize and coordinate summer project work
- Develop and coordinate TDE including 3-year summative evaluations and individual growth plans

Qualifications:

- Bachelor's and/or Master's degree in Curriculum and Instruction, Educational Leadership, or related field
- Valid Minnesota teaching license
- Minimum of 5 years teaching experience, with at least 2 years in an online learning environment
- Experience in curriculum development, instructional design, and assessment for online education
- Knowledge of MnMTSS framework and implementation strategies
- Familiarity with Minnesota Academic Standards and online learning regulations
- Thorough understanding of the Minnesota Reading to Ensure Academic Development (READ) Act and its implications for reading instruction and intervention
- Familiarity with evidence-based reading instruction methods as outlined in the READ Act
- Strong data analysis and interpretation skills
- Excellent communication and collaboration skills
- Proficiency in using learning management systems and educational technology tools
- Demonstrated ability to work collaboratively with assessment coordinators and other educational leaders
- Experience in joint oversight of educational assessment processes
- Demonstrated commitment to culturally validating/responsive education practices
- Grant writing and management experience preferred

Preferred Qualifications:

- Experience as a curriculum coordinator or instructional coach
- Familiarity with various online learning platforms and tools
- Background in implementing MnMTSS in a virtual learning environment
- Additional certification or training in math and reading intervention strategies (e.g., CAREIALL, Math Recovery, Reading Recovery) preferred
- Knowledge of UDL (Universal Design for Learning) principles

- Experience in developing and implementing culturally responsive rubrics for teacher evaluation
- Background in computer science education or willingness to develop expertise in this area
- Prior experience in a role requiring close collaboration with a district or school assessment coordinator

Physical Demands and Work Environment:

- Primarily sedentary work in an office setting with occasional travel to school sites or professional development events
- Ability to sit for extended periods while working on a computer
- May require occasional lifting of up to 20 pounds

Salary or Hourly Range:

[To be determined based on experience and qualifications]

Benefits Package:

Benefits package will be available at the interview for review.

Work Schedule and Agreement:

- Contact Days: 175 school calendar days
- Office Hours: 7:45 AM - 3:45 PM, with flexibility to accommodate evening and weekend events as needed

Additional Notes:

- This position requires a strong commitment to teamwork and the ability to co-lead assessment initiatives with the District Assessment Coordinator
- The curriculum coordinator will be expected to actively promote and embody the school's vision, mission, and core values in all aspects of their work, particularly in advancing equity and cultural responsiveness in education
- This position requires ongoing professional development, including participation in a variety of trainings and culturally responsive education workshops
- Flexibility to attend various training sessions and workshops, which may occur outside regular work hours

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Board Approved: [Date TBD]