



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

Crosslake Community Schools Job Description

Position:

.2 Online Electives Teacher - Careers, CTE

Location:

Crosslake Community School Online Program (remote)

FTE/ Hour Allotment:

.2 FTE

Immediate Supervisor:

Director of Online Learning

Position Summary:

Seeking a .2 Careers teacher for online high school electives. The person in this position will also work to develop our school's CTE/WBL initiatives.

Performance Responsibilities

- Teaches career/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, families, and administration to resolve student problems.
- Records professional learning/continuing education activities.
- Maintains valid teaching license in assigned areas.

Student Learning

- Participates in student/family conferences and online school events.
- Assesses and monitors student learning outcomes/Minnesota 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 to 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's 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

- Valid MN Teaching License: CTE/Construction Careers
- 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.
- Willingness to travel.

Desired Background

- Prior experience with high school students.
- Prior experience working with students in alternative-type settings.

Salary or Hourly Range:

Salary based on current pay grid.

Benefits Package:

Benefits package will be available at interview for review.

Board Approved: