



JOB DESCRIPTION

JOB TITLE

Online Elementary Teacher

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Associate Director of Online Learning

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

Crosslake Community School Online Program

JOB SUMMARY/PURPOSE

The Online Elementary Teacher supports the academic, social, and emotional growth of students in grades 3 and 4 through engaging, standards-based asynchronous instruction in a virtual environment. This position exists to ensure foundational learning in core subjects while fostering a supportive and inclusive classroom culture. As part of the online K–5 teaching team, the teacher collaborates closely with families, colleagues, and student support staff to meet diverse learner needs. This role contributes to Crosslake Community School's mission by promoting curiosity, confidence, and community connection in early learners.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Providing engaging, standards-aligned instruction that meets the needs of diverse learners and promotes academic growth
 - Creating a supportive, respectful online learning environment where students feel valued and motivated to succeed
- **For Staff & Community:**
 - Collaborating with colleagues to align curriculum, share best practices, and support cross-curricular integration
 - Maintaining open, consistent communication with families and contributing to a positive, mission-driven school culture

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Design and implement standards-aligned instruction** for 3rd and 4th grade students across core subject areas in a virtual learning environment, using engaging and developmentally appropriate methods.
- **Establish and maintain individualized Personal Learning Plans (PLPs)** for each student, setting goals in collaboration with families and support staff and regularly reviewing progress.
- **Assess and monitor student learning outcomes** through a variety of online tools and methods, including performance-based tasks, standards-aligned rubrics, and formative assessments.
- **Differentiate instruction** to meet the diverse learning needs, interests, and abilities of students, ensuring equitable access to content and support.
- **Lead virtual parent-student conferences** at least twice per year (or more as needed), clearly communicating academic and social-emotional progress, learning goals, and strategies for support.

- **Establish clear expectations for learning, behavior, and engagement** in the online environment and maintain effective classroom management using consistent, developmentally appropriate strategies.
- **Collaborate actively with the grade-level team** to plan instruction, align assessments, and problem-solve around student needs; contribute to team decision-making and shared resources.
- **Participate in the MTSS process** by referring students for additional support, implementing Tier 1 interventions, and attending relevant meetings to address academic and behavioral concerns.
- **Contribute to school culture and community building by actively serving on at least one club or committee**, supporting student engagement, staff collaboration, or school-wide initiatives.
- **Communicate regularly with families** via phone, email, video conferences, and learning platforms, building strong partnerships and providing timely updates on progress and expectations.
- **Support paraprofessionals and specialists** by providing clear guidance on instructional roles, expectations, and student needs in the online environment.
- **Maintain student data and records securely**, ensuring compliance with privacy laws and school policies.
- **Contribute to the positive culture of the online school** by promoting respectful, inclusive interactions and modeling professionalism in all communications and collaborations.
- **Attend and actively engage in all required staff and team meetings**, professional development sessions, and school events.
- **Support and uphold the mission of Crosslake Community School**, contributing to environmental education goals, community engagement, and continuous school improvement efforts.
- **Perform additional duties as assigned** by the Director or grade-level team, supporting overall school operations and student success.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building trusting relationships with students, families, and colleagues by honoring diverse perspectives and creating a safe, inclusive learning environment.
- **Excellence:** Delivering high-quality, data-informed instruction that challenges students to reach their full academic potential.
- **Learning:** Continuously seeking professional growth and applying new strategies to meet the evolving needs of learners.
- **Integrity:** Upholding high ethical standards by maintaining confidentiality, following school policies, following through on commitments, and modeling professionalism.
- **Community:** Actively collaborating with staff, students, and families to support a shared mission and foster a connected, supportive school culture.

REQUIRED QUALIFICATIONS

- **Education:**
 - Bachelor's degree in education or related field required
 - Valid Minnesota Teaching License in Grades K-5
- **Experience:**
 - Minimum of 1 year of experience teaching, advising, or working with youth in an educational or advocacy setting
- **Knowledge/Skills:**
 - Strong understanding of Minnesota academic standards for Mathematics.
 - Effective asynchronous instructional planning
 - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively
- **Technology Proficiency:**
 - Demonstrated fluency with educational technology tools including Google Workspace (Docs, Meet, Drive, Calendar), Microsoft Office (Word, Excel, PowerPoint), and learning management systems (LMS).
 - Ability to integrate technology creatively and effectively into instruction and school operations, with a growth mindset toward emerging tools and practices, including AI.
- **Personal attributes:**
 - Commitment to environmental education and making a positive community impact
 - Excellent verbal and written communication skills
 - Demonstrated ability to communicate effectively across multiple modalities, including virtual one-on-one meetings with students (a core expectation), as well as through phone calls, email, chat, and optional group virtual instruction.
 - Must be responsive, approachable, and committed to fostering strong connections in a fully online learning environment.
 - Professionalism, adaptability, and a student-centered mindset

PREFERRED QUALIFICATIONS

- Experience teaching in an online or blended learning environment
- Familiarity with special education supports and inclusive instructional practices
- Experience working with diverse learners, including students with IEPs or English language learners
- Willingness to participate in or lead extracurricular activities or school events
- Experience with educational technology integration and innovation, digital instructional design, or AI-informed teaching practices.

WORKING CONDITIONS

- Remote work environment with a typical 8-hour workday
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties

- Annual schedule includes 175 workdays (prorated based on start date), including school and professional development days
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching
- Must be able to talk and hear effectively to support virtual instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for in-person collaboration or training
- Requires strong organization, independent time management, and the ability to collaborate virtually with staff and leadership

TERMS OF EMPLOYMENT

- **Agreement:** 10 month, 175 days
- **Schedule:** 8 hours per day; general business hours are 7:45 a.m. to 3:45 p.m. with flexibility as needed
- **Position Type:** Remote
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend all required weekly meetings including department, MTSS and full staff meetings
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Salary Range:** Based on current Teacher Salary Grid
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

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. CCS is an equal opportunity employer committed to building an inclusive community of educators.

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved

Date: _____

environmentally  literate learners