



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

## Crosslake Community Schools Job Description

**Position:**

.5 Work-Based Learning Coordinator

**Location:**

Crosslake Community School Online Program (remote)

**FTE/ Hour Allotment:**

.5 FTE

**Immediate Supervisor:**

Director of Online Learning

**Position Summary:**

Work-based learning gives students an opportunity to apply what they are learning in the classroom with hands-on experiences in real-world job applications.

**Performance Responsibilities:**

- Develop and teach a curriculum that connects classroom learning to the real world.
- Manage a high-quality Work-Based Learning program that gives students opportunities to practice skills in real-world scenarios.
- Secure any necessary approvals or permissions from the Minnesota Department of Education that are required to offer an ongoing Work-Based Learning program and be listed on their website as an approved program.
- Build in opportunities to help students learn and develop soft skills.
- Establish relationships with employers that provide students with opportunities to observe professionals in action.
- Provide opportunities for students to network with potential employers.
- Develop Work-Based Learning plans with students that meet their individual learning needs, including alignment with students' IEP when applicable.

**Role:**

- Combines and coordinates efforts of many individuals.
- Assure that work-based learning experiences effectively meet the needs of the students and the requirements of the program.
- Ensure that the work-based learning program meets all expectations of the Minnesota Department of Education for a high-quality learning program.
- Efficiently help students develop knowledge, skills, attitudes, and work habits so students can move successfully into the world of work.

**Functions/Responsibilities:**

- Program planning, development, and evaluation
- Related-class instruction
- On-the-job instruction and coordination
- Guidance and advice
- Program administration and management
- Community and public relations

**Teaming:**

- Cooperates with the work/plans of the entire online team
- Work closely with Special Education Teachers to help create transition plans and goals for WBL students who receive special education services.
- 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 Minnesota Teaching License in Special Education for grades K-12 strongly preferred (other licensure areas considered if unable to find a candidate with Special Education license)
- Work-Based Learning Endorsement on MN Teaching License
- 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 7<sup>th</sup> – 12<sup>th</sup> grade students.
- Prior experience working with students in alternative-type settings.

**Frequency Chart:**

| Required to:       | Never<br>0% of time | Occasionally<br>1-33% of time | Frequently<br>34-66% of time | Continuously<br>66-100% of time |
|--------------------|---------------------|-------------------------------|------------------------------|---------------------------------|
| Stand              |                     | X                             |                              |                                 |
| Walk               |                     | X                             |                              |                                 |
| Sit                |                     | X                             |                              |                                 |
| Use hands          |                     | X                             |                              |                                 |
| Reach (hands/arms) |                     | X                             |                              |                                 |
| Climb/Balance      |                     | X                             |                              |                                 |
| Kneel/Crouch/      |                     | X                             |                              |                                 |

|             |  |   |   |  |
|-------------|--|---|---|--|
| Crawl       |  |   |   |  |
| Talk        |  |   | X |  |
| Hear        |  |   | X |  |
| Taste/Smell |  | X |   |  |

| Required to Lift: | Never<br>0% of time | Occasionally<br>1-33% of time | Frequently<br>34-66% of time | Continuously<br>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:**

Based on Special Education/Master's Required Salary Scale

**Benefits Package:**

Benefits package will be available at interview for review.

**Work Schedule and Agreement:**

- Number of Days: 176 (Prorated for FTE and start dates after Teacher Workshop Week)
- Basic Duty Day: 8 Hours (includes paid lunch)
- Office Hours: 10:00 AM - 2:00 PM

**Board Approved:**