



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

Crosslake Community Schools Job Description

Position:

Online Social Studies Teacher/Learning Coach

Location:

Crosslake Community School Online Program (remote)

FTE/ Hour Allotment:

1.0 FTE (approx. .5 Teaching, .5 Learning Coach)

Immediate Supervisor:

Online Program Director

Position Summary:

To teach students in grades 7-12 in the area of Social Studies; to support students in completion of classes and school engagement, to build relationships and connections with students and families in order to facilitate a small school feeling, to communicate with families regarding course activity and progress, and to identify and support students who otherwise may fall through the cracks, drop out, or not-pass classes.

SOCIAL STUDIES TEACHER ROLE:

Performance Responsibilities

- Teaches social studies curriculum to online students including students who receive special education services in grades 7-12 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.

LEARNING COACH ROLE:

Assist in onboarding new students

- Meet with families for **orientation** - policies and procedures, attendance policies, and testing requirements.
- Assist families with "entry level" issues such as:
 - Creating a weekly and/or daily schedule
 - Providing weekly feedback to families about student's progress and attendance.
 - Communicating school expectations and state requirements.
 - Encourage students and get to know families/situations.
 - Assist student in understanding necessary school platforms such as student mGail account/calendar and navigational features within the LMS platforms.
- Monitor weekly progress/attendance.
 - Record attendance in JMC and assist with truancy interventions.
 - Contact students who are not making progress/set up interventions.
 - Connect students with the school counselor and/or teachers as appropriate.
 - Triage students to lead learning coach or Online Program Director as necessary.
- Monitor completion of and grade Advisory assignments.
- Maintain records of communication with students and families.
- Communicate with the school counselor and teachers.
- Support school-wide initiatives around Environmental Education and Career/College Readiness.
- Connect families with the school counselor, special education, and teachers as needed.
- Assist the 504 Coordinator with writing 504 Plans as needed.
- Assist with testing efforts as part of a schoolwide effort.
- Assist with other duties as assigned.
- Attend staff/learning coach meetings

Requirements:

- Valid Minnesota Teaching License in Social Studies for grades 7-12.
- 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 7th – 12th grade students.
- Prior experience working with students in alternative-type settings.

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:

Salary based on current pay grid.

Work Schedule and Agreement:

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

If interested, please send resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org)

Revised:

6/22/2021