



JOB DESCRIPTION

JOB TITLE

Seat Based English Teacher

FTE/HOUR ALLOTMENT

Up to 1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Director of Seat Based 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

JOB SUMMARY/PURPOSE

The Seat Based English Teacher supports academic growth for students in grades 5-8 by delivering engaging, standards-based asynchronous instruction in literature, writing, grammar, and communication. This position is designed to foster critical thinking, creativity, and effective expression through accessible, differentiated online learning experiences. As a member of the seat-based teaching team, the English teacher collaborates with colleagues to promote student success and uphold the mission of Crosslake Community School.

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

- **Delivering high-quality, standards-aligned English instruction** that engages students in grades 5-8, including students receiving special education services, to promote critical thinking and content mastery.
- **Actively participates in the MTSS process**, including initiating referrals, implementing interventions, and attending weekly MTSS meetings
- **Assessing and monitoring student learning outcomes** to inform instruction and ensure alignment with Minnesota state standards
- **Creating inclusive, student-centered learning environments** that promote respect, rapport, and a sense of belonging for all learners
- **Collaborating with grade-level teams and school staff** to align instructional plans, share strategies, and support school-wide initiatives such as Environmental Education
- **Contribute to school culture and community building by actively supervising or serving on at least one club or committee**, supporting student engagement, collaborating with staff, or engaging in school-wide initiatives.

- **Maintaining accurate, up-to-date student records and grades** in the seat based platform, ensuring timely feedback and transparency with students and families
- **Maintaining professional responsibilities** including valid licensure, confidentiality, and accurate documentation of student performance and professional development
- **Communicating effectively with families and staff** to ensure student success, address concerns, and build strong school-home partnerships
- **Participating in school events and student/parent conferences** to strengthen community engagement and student support
- **Participating in team meetings, professional development, and committees** to support school goals, continuous improvement, and personal growth
- **Supporting and guiding paraprofessionals**, if assigned, to ensure instructional consistency and student success
- **Modeling and promoting the mission of the school**, including its focus on environmental education, equity, and a positive school climate
- **Lead parent-student conferences** up to twice per year (or more as needed), clearly communicating academic and social-emotional progress, learning goals, and strategies for support.
- **Supporting school operations and systems** by performing additional duties as requested and contributing to a positive and collaborative school culture

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 English for grades 6-12
- **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 English Language Arts.
 - 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 a multi-faceted 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 as well as traditional deliveries of content

WORKING CONDITIONS

- Typical 8-hour workday
- Standard office school hours 7:30-3:30 or 7:45-3:45
- 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 instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs

- 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:** Crosslake School Building
- **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, PLC and full staff meetings
- **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: _____