



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

## **Crosslake Community Schools Job Description**

**Position:**

Director of Seat-Based Learning

**Location:**

Crosslake Community School

**FTE/ Hour Allotment:**

1.0 FTE

**Immediate Supervisor:**

Board of Education (BOE)

**Position Summary**

The primary purpose of Crosslake Community Schools' (CCS) Director of Seat-Based Learning is to collaborate with the Director of Online Learning to promote student success by collaborating with and providing support to the school community. The Director of Seat-Based Learning has shared total school responsibilities with the Director of Online Learning, and is fully responsible for leading, shaping and managing CCS' Seat-Based Learning program. This Director will provide leadership and administration to a motivated staff of instructional and support personnel. They will nurture an environment where staff strive for exemplary performance, providing the best possible opportunities for student growth and development both educationally and personally. This role is a beacon for CCS' Mission and Vision to grow environmentally literate, community-impacting learners of excellence.

**Essential Duties and Responsibilities****Focus Area I - Student Academics and Behavior**

- Collaborates with the Online Director to deliver on the Mission and Vision of CCS and work with the staff to maintain a school climate which aligns with CCS' philosophy.
- Responsible for instruction and assessment, including: monitors student achievement on a regular basis in relationship to educational objectives and normative data; encourages ongoing challenges and revision of academic expectations in order to deliver results; and ensures classroom instruction and objectives comply with approved goals and program of the school, authorizer and state standards.
- Collaborate with the PLCs to ensure CCS is accomplishing the World's Best Workforce (WBWF) goals.
- Collaborate with teachers through the PLC process to support academic success of all students and ensure all curriculum is aligned to the Minnesota State Standards.
- Advocate and partner with teachers and paraprofessionals to find solutions for classes and students using Catalyst knowledge, curriculum knowledge, and problem-solving.
- Lead and facilitate the MTSS process and collaborate with the district assessment coordinator within this process.

- Serve as a district representative in the Individual Education Plan (IEP), 504 Plan, and Individual Learning Plan (ILP) processes and collaborate with the district assessment coordinator within this process.
- Serve as district representative in IEP and Child Study meetings, working in partnership with Paul Bunyan Co-Op.
- Takes all necessary and reasonable measures to ensure that student needs are met in the areas of special education, English language learner, and at-risk student populations.
- Collaborate with CCS' Social Worker and staff to enhance social-emotional learning and career pathways.
- Maintain an educational philosophy and school climate which encourages cooperation.
- Collaborate with CCS' support staff including Social Worker, School Coordinator of Health Services and others to resolve behavior issues.
- Collaborate with the district assessment coordinator to ensure compliance with CCS' state and federal assessments.
- Promote and execute CCS' policies and procedures as it applies to the community and school.
- Responsible for supporting the staff in handling discipline issues and when current CCS discipline strategies are no longer effective. Coordinates and helps plan for interventions which may require student, parent/guardian, and outside agencies.
- Responsible for ensuring all policies and protocols are established and implemented including safety plans and procedures.
- Maintain and ensure adherence to student/family handbooks, staff handbook, crisis manual.
- Monitor attendance, contacts families regarding attendance concerns, and carries out truancy proceedings or child protection services, as needed.
- Regularly review and analyze student records in partnership and communication with staff, PLCs, students, parents/guardians, and potentially external agencies.
- Works together with the Director of Online Learning to ensure that the Online Learning Lab, that is physically located in the CCS building, is a conducive environment for learning.

#### **Focus Area II - Environment Education (EE)**

- Collaborates with the Online Director to develop, implement and grow an overall school Environmental Education strategy.
- Ensure EE standards are implemented per Osprey Wilds' Contract.
- Ensure all aspects of CCS engages and adheres to environmentally-friendly programs, practices, and purchases.
- Assist and collaborate with EE coordinators about the Environment Learning Plan, and provide feedback on individual teacher's plans. Ensures the Environmental Learning Plan is complete and implemented.
- Collaborate with EE coordinators to generate and promote Environmental Education with students, staff, and families.

#### **Focus Area III - Community Engagement and School Climate**

- Partners with the Online Director to promote and preserve an overall sense of positive school climate, as well as an active community engagement strategy.
- Establishes and maintains high-profile visibility throughout the community; develops positive relationships and functions as the primary public relations representative; utilizes community resources in implementing, enriching and improving the school's programs.
- Collaborate with the Community Engagement Committee Chair to promote Community Engagement activities and events.
- Attend, promote, and participate in Community Engagement activities and events to foster positive relationships with school families and the community.
- Support and implement after-school programs and events such as middle school dances, sports, and clubs.
- Communicate timely and effectively with staff, students, and families through emails, phone calls, and meetings.

- Be present and active within the building in the halls, classrooms, lunchroom, and playground building relationships with students and staff.
- Builds a school culture characterized by the welcoming atmosphere in which respect, disciplined behavior, hard work, and high achievement is expected of all students and staff.
- Collaborate with the Director of Online Learning to ensure that the needs of both programs are being met and that the programs and staff are unified in CCS' Mission and Vision.
- Serve as liaison to co-curricular programs.
- Oversee field trips, special presentations, open house, conferences, parents/guardians assemblies, activities, and celebrations that are designed by the teacher-teams.
- Communicate with students, parents/guardians and staff regarding CCS Admissions Process. Serves as the first and main point of contact with families applying to CCS and potential future students and families. Works with families to personalize and onboard students new to CCS.

#### **Focus Area IV - High-Quality Workforce with Professional Development**

- Collaborates with the Online Director on staff development to attract, build and retain a high-quality, unified team. Seeks beneficial opportunities for combined staff development efforts, when possible.
- Responsible for human resource and personnel management, including: ensures licensure and accreditation by all instructional staff members; oversees ongoing training and professional development of staff; performs classroom observations and manages staff performance, including evaluations, recognition, and correction.
- Responsible for positive and ongoing communication with staff, students and families; regularly conducts staff meetings to ensure the ongoing flow of information and proper functioning of the school; communicates and implements all board policy decisions and changes to staff members; establishes and prepares forms of communication to the school community and the community as a whole.
- Coordinate with Lead Teachers to plan teacher and staff Professional Development Days.
- Evaluate staff using current evaluation initiatives and frameworks including Catalyst and High Reliability School (HRS) and provide regular and ongoing feedback to staff.
- Collaborate with the Director of Online Learning about the implementation of Quality Matters.
- Coordinate with CEU committee chair to ensure all staff are in compliance with PELSB licensing standards.
- Oversees the development and maintenance of job descriptions, personnel policies, procedures, and ensures each employee has a BOE approved At-Will Agreement.
- Collaborate with staff to create and maintain an onboarding process for all new hires including all training that is needed to stay current with CCS' Mission and Vision and BOE initiatives.
- Coordinate with SPED teachers to develop paraprofessional schedules and ensure professional development for quality student support.
- Serve on Board-approved committees to ensure CCS' Mission and Vision.
- Serve on the curriculum and staff development PLCs to coordinate with teachers to implement school-wide Catalyst management and HRS frameworks both in and out of the classroom.
- Respond to staff inquiries about compensation and benefits; interprets and communicates employment laws to staff; and connects staff to CCS' outside HR partner for matters that best warrant outside counsel.
- Maintain a high-quality team by coaching and collaborating to create an inclusive and positive culture where staff feels supported, safe, encouraged, and valued.
- Plan and conduct in-person staff meetings and all-staff meetings for both programs in conjunction with the Director of Online Learning as necessary.
- Attend all HRS/QComp Leadership meetings and assist with state required reporting for the QComp program.
- Develop and maintain school routines consistent with Catalyst and HRS frameworks and protocols.

### **Focus Area V - Fiscal Responsibility and Sustainability**

- Responsible for financial management, including: oversees the development of the school's annual budget in coordination with CCS' Board of Directors, Business Manager, Finance Committee and financial institutions; oversees all financial transactions including payroll, lease aid, and outside vendor contracts.
- Oversees the Finance Committee in conjunction with the Director of Online Learning.
- Generate marketing ideas based on student activities and performance and teacher accomplishments and projects.
- Bring curriculum and technology recommendations and requests generated through the PLC process to the BOE for final approval.
- Assist the Director of Technology with contracts and vendors and other technological services.
- Collaborate with the Director of Online Learning in regard to completion of online learning reports.
- Supervise and monitor MARRS. Acts as the liaison between CCS and MDE Charter School Representatives for MARSS issues related to inconsistencies of data. Verifies completion of the MN Common Course Catalogue and ensures accurate and timely reporting of all student and district data via MARSS to the State of Minnesota ensuring proper funding.
- Oversees paid time off (PTO) requests and monitors emergency staffing including schedule adjustments.
- Keep up to date with education law, legislation, funding, and available grants in collaboration with the Board of Education.
- Collaborates and is knowledgeable in statewide charter school law and online education statutes and issues.

### **Focus Area VI - Board of Education [BOE]**

- Serves as an Ex-Officio member of CCS' BOE.
- Collaborates with the Director of Online Learning to prepare for and participate in Board meetings.
- Works effectively and directly with the BOE Chair or designated committee to ensure effective CCS operations in accordance with mission and charter.
- Communicates clearly and promptly with the BOE Chair in a way that fosters and promotes positive two-way BOE/Director communication.
- Works effectively with the BOE to establish sound and responsible budgeting and spending practices.
- Effectively assists the BOE Chair or designated committee in designing and implementing a Director performance evaluation process.
- Assists the BOE in developing and implementing positive problem-solving processes for CCS stakeholders.
- Clearly informs the BOE about CCS' operations and issues requiring BOE input or direction in a timely manner.
- Works effectively with the BOE Chair to plan agendas for the BOE meetings, retreats, and other BOE activities.
- Attends BOE meetings regularly unless explicitly excused by the BOE Chair and assists in conducting BOE meetings, retreats, and other BOE activities.
- Presents all vendor contracts with adequate and appropriate background information to the BOE for approval and execution.
- Prepares CCS' Annual Report in conjunction with the Director of Online Learning by October 30th of each calendar year and posts on CCS' website.
- Ensures that CCS meets or exceeds state and contractual Osprey Wilds' standards.
- Provides timely information and reporting to the BOE and Osprey Wilds as requested and/or required.

### **Additional Duties and Responsibilities**

- **Health & Safety:** Responsible for overseeing efforts related to health and safety of staff, students and visitors.
- **Legal and Compliance Management:** Responsible for all legal and compliance matters, including identifying and resolving legal and compliance issues, working with appropriate partners such as the school's authorizer, board-approved legal firm and HR service provider.
- **Crisis Management Team:** Serve on Crisis Management Team and be trained in "Handle with Care" to respond.
- **Policy Development:** Oversees the development and maintenance of all job descriptions, personnel policies, procedures, handbooks, and coordinates at-will agreements.

- **Technology:** Responsible for ensuring staff and students have access to effective technology.
- **Authorizer Relations:** Build and maintain a positive and productive relationship with the school's authorizer, including ongoing communications and reporting, contract development, compliance management and overall authorizer/school accountability.
- **Physical Plant Management:** Oversees the inventory, maintenance, and safety of the school's facilities, grounds and equipment; prepares long and short-range plans for facilities and sites.
- **Transportation Oversight:** Will act as the Board/transportation provider liaison; will take transportation provider's recommendations for school suspension and make final determinations; will be the parent contact, should transportation matters involve school discipline policies and/or consequences.
- **Professional Growth:** Networks with administrators in other educational institutions and share ideas and knowledge; attends conferences and key meetings as appropriate, including MACS, Department of Education, Paul Bunyan Cooperative; Chamber of Commerce, City Council and other pertinent professional development opportunities with prior approval from the School Board.

### Position Qualifications & Required Skills

- While not required, MN Licensed Teacher with classroom teaching experience is desired.
- While not required, Licensed School Administrator in the State of Minnesota (or working towards) is desired. If the individual does not hold a valid administrative license, the BOE and the individual would develop a professional development plan that would include training in the following areas: instruction and assessment; human resources; personnel management; financial management; legal and compliance management; effective communication; and BOE, Osprey Wilds, and community relations.
- Proven experience as an innovative leader who possesses strong written and verbal communication, critical thinking, decision-making, detail-orientation, organizational, and problem-solving skills.
- Strong collaboration and team-building skills with experience in uniting people and efforts in complex situations.
- Skill, knowledge, and passion for environmental education.
- Knowledge of Charter School philosophy, approaches, and differentiation from other schools.
- Innovation and the ability to lead others to deliver outcomes to fulfill a vision, mission, and/or strategy.
- Strong listening skills and ability to balance the input of various individuals such as teachers, other staff, community leaders, students, and parents/guardians.
- Ability to assess student and teacher performance and provide feedback.
- Ability to understand state educational standards and to evaluate curricula and educational programs.
- Ability to resolve human resource issues and interpret and implement policies.
- Knowledge of educational technology and proven computer skills particularly in the areas of databases, spreadsheets, and word processing.

### 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		
Lift Up to 10 lbs		X		
Lift Up to 25 lbs		X		
Lift Up to 50 lbs		X		
Lift Up to 75 lbs		X		
Lift More than 75 lbs		X		

**Salary or Hourly Range: \$70,000 - \$100,000**

**Work Schedule and Agreement:**

- Contract - 12-month, year round
- Hours during the day should include, but are not limited to being available during typical school day time per day: 8; general business hours are 7:30 a.m. to 4 p.m.
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Director of Online Learning.

**Revised:** Board of Education Meeting June 28, 2021