



JOB DESCRIPTION

JOB TITLE

Associate Director of Online Learning

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Director of Online Learning

Supervises: Online School K-8 Staff

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 Associate Director of Online Learning serves as the secondary administrator for Crosslake Community Schools' (CCS) Online School, one of two unique schools within the unified Crosslake Community Schools district. The position functions as an Assistant Principal for all intents and purposes as defined in Minnesota Statutes §123B.147. This position provides strategic leadership and operational oversight for the K-8 online program, ensuring high-quality instruction, student engagement, and program growth. This role supports and supervises K-8 staff, aligning daily operations with the school's mission and academic goals. As a key member of the leadership team, the Associate Director collaborates closely with the Director of Online Learning to drive continuous improvement and support the success of students and staff.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Creating and supporting a safe, inclusive, and engaging online environment where K–8 students feel connected, valued, and successful.
 - Monitoring student progress and behavior to ensure timely interventions and support that promote academic and personal growth.
- **For Staff & Community:**
 - Fostering a positive, collaborative culture among K–8 staff through consistent communication, coaching, and team-building.
 - Supporting school operations by managing day-to-day logistics, addressing staff needs, and ensuring alignment with organizational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Leading and supervising** K–8 online teaching, coaching, and support staff to ensure high-quality instruction and alignment with school-wide goals.
- **Managing day-to-day operations** of the K–8 online program, including staff scheduling, student conduct, academic support, and behavioral interventions.
- **Creating and maintaining** a positive, inclusive school culture by modeling effective communication, upholding high expectations, and supporting student well-being.
- **Monitoring and analyzing** academic and behavioral data to implement targeted improvement plans that support student success.
- **Facilitating collaboration** among K–8 staff through regular team meetings, coaching, and shared decision-making to promote a cohesive learning environment.
- **Communicating proactively** with families, staff, and leadership to address student needs, program updates, and community concerns.

- **Evaluating staff performance** through regular observations, feedback, recognition, and corrective actions to promote growth and accountability.
- **Partnering with the Environmental Education Coordinator** to develop and implement K–8 EE goals and activities.
- **Supporting strategic planning** and goal-setting for the K–8 program, aligned with the broader vision of the online school.
- **Approving** K–8 staff PTO/ESST requests and purchase orders.
- **Making staffing or resource recommendations** to the Online Director as needed.
- **Ensuring staff preparedness** in health, safety, and compliance through training and oversight, with decision-making authority in day-to-day student safety matters.
- **Representing K–8 interests** in leadership meetings and serving as acting leader in the Online Director's absence.
- **Staying informed** about technology and infrastructure needs, identifying process improvements, and relaying requests to the Online Director.
- **Collaborating with internal teams** (special education, administration, technology) and external stakeholders (families, agencies) to support students' academic and personal development.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Cultivating a supportive and inclusive environment where all students, staff, and families feel heard, valued, and respected.
- **Excellence:** Upholding high expectations for teaching, learning, and staff performance while continuously seeking ways to improve outcomes.
- **Learning:** Encouraging professional growth through coaching, collaboration, and data-driven reflection to enhance teaching and student success.
- **Integrity:** Making thoughtful, ethical decisions that prioritize student well-being, staff accountability, and alignment with school policies.
- **Community:** Building strong connections among K–8 students, families, and staff through clear communication, shared traditions, and collaborative problem-solving.

REQUIRED QUALIFICATIONS

- **Education:**
 - Current Minnesota Teaching, Counseling, or Administrative License in the field of Education.
- **Experience:**
 - Minimum of three years of teaching experience, with at least one year in online education
 - Prior administrative or leadership experience in an educational setting
 - Demonstrated success in curriculum development and implementation

- Experience with student information systems and learning management platforms
- Background in implementing innovative instructional approaches
- **Knowledge/Skills:**
 - Comprehensive understanding of best practices in online and digital learning
 - Knowledge of Minnesota academic standards and graduation requirements
 - Understanding of charter school operations and compliance requirements
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Drive, Docs, Calendar).
 - Experience with online learning management systems.
 - Strong organizational and multitasking abilities, with the capacity to prioritize competing tasks effectively.
 - Ability to work independently and collaboratively within a distributed team.
- **Technology Proficiency**
 - Advanced proficiency with learning management systems and online instructional platforms.
 - Demonstrated ability to evaluate, select, and implement educational technology tools to fulfill Strategic Direction D: "Improving technology to support effective teaching and learning"
 - Experience developing and/or delivering online curriculum and assessments
 - Understanding of accessibility requirements for digital learning environments in compliance with state and federal laws
 - Proficiency with video conferencing, digital collaboration, and productivity tools
 - Knowledge of data privacy and security considerations in online education per Minnesota Statutes §13.32 (Educational Data)
 - Ability to provide leadership in integrating artificial intelligence tools ethically and effectively in educational settings, including developing and implementing AI policies and guidelines for educational use
- **Personal attributes:**
 - Visionary leadership with focus on innovation in digital learning
 - Commitment to creating equitable and inclusive online learning communities
 - Commitment to environmental education and community impact
 - Establish clear expectations for professional conduct among all Online School staff, including appropriate boundaries for communication, particularly in virtual settings
 - Excellent communication and relationship-building skills with students, families, and staff.
 - Model and enforce the highest standards of professional behavior through all communication channels (verbal, written, and electronic) with staff, students, and families
 - High attention to detail, integrity in decision-making, and a student-centered mindset.
 - Demonstrated leadership that supports respect, collaboration, and continuous improvement.
 - Maintain appropriate professional boundaries in all communications, including after-hours texts, emails, and other electronic communications

PREFERRED QUALIFICATIONS

- Valid Minnesota Administrative License.
- Supervisory or leadership experience, especially within K–8 education.
- Charter school teaching or administrative experience.
- Experience supporting students in virtual or online school settings.
- Experience with educational technology integration and innovation, digital instructional design, or AI-informed teaching practices.

WORKING CONDITIONS

- Year-round position aligned with the school fiscal year (July 1–June 30)
- Follows the Board Approved School Calendar Days and Summer Calendar Days
- Flexible hours determined in partnership with the Online Director
- Primarily remote or hybrid work environment with occasional travel to the Crosslake, MN school building
- Frequent sitting and use of hands for computer and communication tasks
- Frequent talking and hearing for staff, student, and family interactions
- Occasional standing, walking, reaching with hands/arms, and balancing
- Rarely requires kneeling, crouching, crawling, or use of ladders/stairs
- Occasionally lifts up to 25 pounds; infrequently up to 50 pounds
- Generally low-risk physical environment with limited physical exertion
- Requires sustained attention to detail and multitasking in a fast-paced educational setting

TERMS OF EMPLOYMENT

- **Agreement:** 12-month, year-round (220 days)
- **Schedule:** 8 hours per day; general business hours are 7:30 a.m. to 4:00 p.m. with flexibility as needed
- **Position Type:** Fully 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 all staff, K-5 staff, 6-8 staff, online cabinet, and 1:1s with Online Director.
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Salary Range:** \$60,000-70,000 annually, depending on qualifications and experience
- **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:** _____

