



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

## Crosslake Community School Job Description

**Position:**

Learning Coach

**Location:**

Crosslake Community School Online Program (remote)

**FTE/ Hour Allotment:**

1.0

**Immediate Supervisor:**

Director of Online Learning

**Position Summary:**

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.

**Performance Responsibilities**

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 **timely** 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 Gmail 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 Director of Online Learning 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:**

- Current Minnesota 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.

**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 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 Range:** starting at \$37,053.75 - 38,550.72

**Work Schedule and Agreement:**

- Number of Days: 175 (Prorated for start dates after Teacher Workshop Week)
- Basic Duty Day: TBD
- Office Hours: 10:00 AM - 2:00 PM, prorated to reflect FTE

**Revised:**

02/10/2025