



## **JOB DESCRIPTION**

### **JOB TITLE**

Online School Counselor

### **FTE/HOUR ALLOTMENT**

0.5 FTE (20 hours per week)

### **REPORTING STRUCTURE**

Reports to: Director of Online 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**

Crosslake Community School Online Program

## JOB SUMMARY/PURPOSE

The Online School Counselor exists to support students' academic success and social-emotional well-being in a virtual learning environment. This role provides direct counseling services, facilitates skill-building lessons, and collaborates with staff and families to address student needs. As a key member of the student support team, the counselor contributes to a positive school climate, supports the Multi-Tiered System of Supports (MTSS), and ensures equitable access to guidance and mental health resources. This position upholds the school's mission to nurture the whole child and build a connected, inclusive online learning community.

## STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
  - Providing timely, strengths-based social, emotional, and behavioral support that promotes student well-being and academic engagement
  - Creating a safe, inclusive virtual environment where students feel heard, supported, and empowered to overcome barriers to learning
- **For Staff & Community:**
  - Collaborating with teachers, intervention teams, and school leaders to support student success through the MTSS process and individual interventions
  - Maintaining open, compassionate communication with families and external partners to strengthen home-school connections and foster a supportive learning community

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Managing** the full lifecycle of 504 Plans for eligible students, including identifying qualifying students, coordinating and leading meetings with families, writing and updating plans, entering information into SPED Forms, and ensuring staff implementation and understanding.
- **Providing** individualized social-emotional support to students in grades K–12 including regular check-ins, crisis response, and connecting students to appropriate internal and external resources.
- **Teaching** weekly social-emotional learning (SEL) lessons for grades K–5 and mindfulness lessons for middle school students, adapting content for virtual delivery and developmental levels.
- **Contribute** to school culture and community building by actively serving on at least one club or committee, supporting student engagement, staff collaboration, or school-wide initiatives.

- **Creating** and distributing family communication such as monthly newsletter updates, SEL blurbs, and promotional outreach for mental health resources (e.g., ReGroup Counseling).
- **Fostering** a culture that values and prioritizes college and career readiness, empowering students to explore diverse pathways and prepare for success beyond high school.
- **Creating and Distributing** pertinent information about college and career opportunities, PSEO, pathways towards graduation, scholarships, and apprenticeships
- **Collaborating** with others on the Mental Health team to ensure all students are being supported socially, emotionally and academically.
- **Serving** as a key member of the MTSS team, attending multiple weekly meetings, initiating student referrals, developing and monitoring interventions, and contributing to school-wide academic and behavioral support systems.
- **Training** staff in trauma-informed practices, online behavioral strategies, and social-emotional supports through professional development and in-service sessions.
- **Maintaining** thorough and timely documentation of all student interactions, interventions, and meetings in alignment with privacy, ethical, and legal standards.
- **Supporting** K-12 programming and culture through participation in JTerm and events like Unity Day, contributing to a sense of belonging and school engagement.
- **Building and sustaining** strong relationships with students, families, teachers, and administrators to support holistic student well-being in the online learning environment.
- **Providing Academic Support** Assist students in selecting appropriate courses and meeting graduation requirements. Monitor academic progress and intervene when students are struggling. Collaborate with teachers and parents to support student learning
- **Participate** in school-wide initiatives related to equity, bullying prevention, attendance, and more
- **Manage** Student Scheduling - Collect and review student course requests, inputting them into the scheduling system (e.g., PowerSchool, Infinite Campus).
- **Create individual student schedules** that reflect academic history, graduation plans, and postsecondary goals. Adjust schedules to accommodate IEP/504 plans, English language learner needs, credit recovery, or dual enrollment. Meet with students and families to resolve scheduling conflicts, change requests, and ensure students remain on track to graduate.

## CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building trusting relationships with students, families, and colleagues by honoring individual experiences, listening with empathy, and creating a safe, supportive space for all.
- **Excellence:** Providing high-quality, student-centered support through proactive intervention, effective communication, and evidence-based practices that promote social, emotional, and academic growth.
- **Learning:** Engaging in ongoing professional development and reflective practice to stay current on trauma-informed care, mental health resources, and best practices in student support services.

- **Integrity:** Maintaining confidentiality, acting ethically, and advocating for student well-being while modeling dependability, accountability, and professionalism in all interactions.
- **Community:** Collaborating across departments and with external partners to ensure students and families are connected to the supports they need, and contributing to a positive, inclusive school culture that prioritizes student success and belonging.

## REQUIRED QUALIFICATIONS

- **Education:**
  - Master's Degree In School Counseling or related field required
  - Valid Minnesota School Counselor licensure
- **Experience:**
  - Minimum of 1 year of experience teaching, advising, or working with youth in an educational or advocacy setting
- **Knowledge/Skills:**
  - Strong interpersonal skills
  - Ability to work well alone as well as with others.
  - 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
  - Strong relationship-building and collaboration skills
  - Professionalism, adaptability, and a student-centered mindset

## PREFERRED QUALIFICATIONS

- Prior experience with K-12 students.
- Prior experience working with students in small group and individual settings.
- Prior experience in counseling or counseling related settings.
- Experience working in an online or blended learning environment
- Familiarity with special education supports and inclusive instructional practices
- Experience working with diverse learners, including students with IEPs, 504s 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.

## WORKING CONDITIONS

- Remote work environment with a typical 4-hour workday
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties
- 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 virtual instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for in-person collaboration or training
- 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:** 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 504, Attendance, MTSS and full staff meetings
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **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](mailto:hiring@crosslakekids.org).

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## APPROVAL SIGNATURES

Position Description Creator: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediate Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Approved** \_\_\_\_\_ **Date:** \_\_\_\_\_

environmentally  literate learners