



JOB DESCRIPTION

JOB TITLE

Online Math Interventionist

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Associate 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 Math Interventionist will provide targeted, individualized support to students struggling with mathematics in grades K-12 through the Crosslake Community School Online Program. In alignment with our mission to grow environmentally literate, community-impacting learners of excellence, the interventionist will develop and implement engaging, personalized intervention strategies, assess student progress, and support students in building foundational math skills while fostering meaningful connections with each other, the community, and the environment.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Delivering targeted, data-informed math interventions aligned with state standards to support growth and close learning gaps.
 - Creating a welcoming, student-centered online environment where learners feel confident, supported, and empowered to succeed in math.
- **For Staff & Community:**
 - Partnering with teachers and support staff to identify students in need of intervention, share progress data, and align instructional strategies.
 - Engaging families through regular communication and collaboration to reinforce learning goals and promote student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Deliver targeted, research-based math interventions** to students not meeting grade-level benchmarks, using data from FastBridge, Star, and other assessments to drive instruction and monitor progress.
- **Assess student math proficiency**, identify skill gaps, and develop individualized intervention plans aligned with Minnesota standards and the MnMTSS Framework.
- **Provide one-on-one and small group online instruction**, tailoring strategies to meet diverse learning needs and support student mastery of foundational math skills.
- **Track and document student progress**, adjusting interventions as needed and maintaining detailed records to inform instructional decisions and support compliance requirements.
- **Collaborate regularly with classroom teachers, special education staff, and administrators** to align interventions with core instruction and ensure cohesive support across the learning team.
- **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.

- **Engage families through ongoing communication**, including consultation, progress updates, and participation in student/family conferences to strengthen home-school connections.
- **Participate in the MTSS process**, including referrals, weekly meetings, and shared problem-solving efforts to support systemic student success.
- **Support school-wide math initiatives**, contributing to a culture of academic excellence and continuous improvement through data-sharing, coaching, or leadership in collaborative efforts.
Integrate environmental literacy and community impact into math instruction when appropriate, aligning with the school's mission and strategic direction.
- **Uphold school policies, maintain confidentiality, and model professionalism**, contributing to a culture of trust, honesty, and shared responsibility.
- **Pursue ongoing professional development**, staying current on best practices in math intervention and adapting instructional approaches to meet evolving student needs.
- **Collaborate with administration** to ensure compliance with relevant educational legislation, supporting school accountability and legal requirements.

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 Mathematics (K-12, 5-12, or 7-12)
- **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 Mathematics.
 - Strong knowledge of math content, pedagogy, and intervention strategies

- 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

- Experience teaching in an online or blended learning environment
- Experience as a math interventionist or in a similar role
- 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.

WORKING CONDITIONS

- Remote work environment with a typical 8-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 department, 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.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved _____ Date: _____

