



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

## Crosslake Community Schools Job Description

### Position:

Online Student & Family Engagement Coordinator

### Location:

Crosslake Community School- Online (Remote)

### FTE/ Hour Allotment:

1.0 FTE

### Immediate Supervisor:

Director of Online Learning

### Position Summary:

The person in this role will lead student and family engagement efforts in our asynchronous online school, build relationships and connections with students and families in order to facilitate a small school feeling, and teach Seminar and Homeroom courses.

### Essential Duties and Responsibilities:

The duties and responsibilities for this position fall under the following focus areas:

- Focus Area II - Environmental Education (EE)
- Focus Area III - Community Engagement and School Climate
- Focus Area IV - High-Quality Workforce with Professional Development
- Focus Area V - Fiscal Responsibility and Sustainability

### Performance Responsibilities

- Plan student Welcome Week & orientation activities
- Teach Grade-Level Advisory (High School) and Homeroom (Middle School) courses
- Send bi-weekly newsletters/communications to families and students
- Organize field trips, student clubs and organizations
- Run monthly parent/guardian "coffees"/meetings
- Develop and deliver parent education workshops relevant to online learning
- Confers with students, parents, and administration to resolve student problems
- Records professional learning/continuing education activities
- Maintains valid teaching license in assigned areas

### Student Learning

- Participates in student/parent conferences and online school events
- Assesses and monitors student learning outcomes/MN standards
- Articulates clear statements of learning standards and outcomes

- Promotes pleasant manner with staff, students and visitors
- Maintains confidentiality and data privacy
- Adheres to school policies and procedures
- Maintains effective student management in accordance to school policies and Procedures

**Teaming**

- Cooperates with the work/plans of the grade level team
- Attends all staff meetings
- Attends all team meetings
- Performs functions as assigned by team, team leader or Director
- Articulates and advances the school mission
- Supports school-wide efforts around Environmental Education and College/Career Readiness
- Works effectively as a team member in planning, shared decision making, problem solving, and communicating
- Participates in/implements staff development activities

**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.

Other duties as assigned by the Director. Occasional travel to the school building in Crosslake, MN may be required.

Evaluation: Performed by the Director in accordance with provisions of the Board’s policy on evaluation of licensed staff.

**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		
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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 or Hourly Range:**

Based on current Teacher Salary Scale

Starting at \$36,686.88 - \$38,169.03 (Maximum of Step 3 for External Candidates per Board policy)

**Work Schedule and Agreement:**

- Number of Days: 174 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; flexible; general business hours are 7:45 a.m. to 3:45 p.m.
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Director of Online Learning

**Revised:**

3/7/23