



JOB DESCRIPTION

JOB TITLE

Digital Learning Coordinator

FTE/HOUR ALLOTMENT

0.25 FTE (10 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 Digital Learning Coordinator supports high-quality online teaching and learning by managing and designing within the Canvas Learning Management System, promoting best practices in instructional design, and ensuring digital accessibility for all students. This role plays a key part in implementing and supporting online instructional tools, coaching staff on effective digital pedagogy, and leading pilot initiatives such as FlexPoint. The Digital Learning Coordinator is instrumental in building a strong digital learning environment that reflects the school's mission of growing environmentally literate, community-impacting learners of excellence.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Enhancing the quality and accessibility of online learning through thoughtful instructional design and user-friendly digital tools
 - Supporting inclusive, engaging, and flexible learning environments that reflect best practices in online education
- **For Staff & Community:**
 - Providing professional support and coaching on the use of Canvas and digital instructional strategies
 - Leading initiatives that improve digital learning systems, tools, and accessibility, contributing to the overall effectiveness of the online program

ESSENTIAL DUTIES AND RESPONSIBILITIES

FLEXPOINT PILOT AND INTEGRATION

- Lead the implementation and evaluation of the FlexPoint online learning pilot program
- Coordinate with administrators and teachers to develop integration strategies
- Create documentation and training materials for staff and students
- Facilitate professional development related to FlexPoint implementation
- Monitor and evaluate the effectiveness of the FlexPoint pilot

INSTRUCTIONAL DESIGN AND ONLINE COURSE DELIVERY

- Serve as primary administrator for the school's Canvas Learning Management System
- Design and support best practices for online instructional delivery and course structure
- Collaborate with staff to create engaging, accessible, and standards-aligned online content
- Provide training and coaching to staff on instructional design and digital pedagogy
- Ensure consistency and quality across online course design and delivery

DIGITAL ACCESSIBILITY

- Ensure all digital learning resources meet accessibility standards
- Develop guidelines for creating accessible digital content
- Review existing content for accessibility compliance
- Train staff on creating accessible digital materials
- Stay current with digital accessibility regulations and best practices

PLCs FOR THE ONLINE TEAM

- Facilitate virtual Professional Learning Communities for online staff
- Create and maintain digital collaboration spaces for PLCs
- Provide technical support for virtual PLC meetings
- Document PLC activities and outcomes for continuous improvement
- Assist in implementing technology-focused professional development identified through PLC work

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Designing accessible digital content that honors the diverse learning needs of all students and supporting inclusive online learning practices.
- **Excellence:** Elevating the quality of online instruction by implementing best practices in instructional design, Canvas use, and digital learning strategies.
- **Learning:** Engaging in continuous professional growth in digital education and sharing insights and innovations with staff to support their development.
- **Integrity:** Ensuring digital accessibility, transparency, and ethical practices in all aspects of online learning design and implementation.
- **Community:** Strengthening our online learning community by fostering connection and collaboration through well-designed digital environments and support tools.

REQUIRED QUALIFICATIONS

- **Education:**
 - Bachelor's degree in Education, Instructional Technology, or related field
- **Experience:**
 - Minimum of 3 years teaching experience, preferably including online teaching
- **Knowledge/Skills:**
 - Proficiency with Google Workspace for Education and learning management systems
 - Experience with digital content creation and management
 - Strong understanding of online learning pedagogies and best practices
- **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
 - Demonstrated ability to communicate effectively across multiple modalities, including virtual one-on-one meetings with students (a core expectation), as well as through phone calls, email, chat, and optional group virtual instruction.
 - Must be responsive, approachable, and committed to fostering strong connections in a fully online learning environment.
 - Professionalism, adaptability, and a student-centered mindset
 - Self-directed with strong organizational abilities
 - Problem-solving mindset and adaptability to changing technology landscapes

PREFERRED QUALIFICATIONS

- Master's degree in Educational Technology, Curriculum and Instruction, or related field
- Minnesota teaching license
- Familiarity with curriculum mapping and instructional design
- Background in digital accessibility and universal design for learning
- Experience teaching 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 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 185 workdays (prorated based on FTE), 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

- **Contract:** 10 month, 185 days
- **Schedule:** 2 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 leadership, 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 Coordinator 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.

Board Approved:

