



JOB DESCRIPTION

JOB TITLE

Engagement Coordinator

FTE/HOUR ALLOTMENT

.5 FTE Engagement Coordination

REPORTING STRUCTURE

Reports to: Director of Seat-Based Learning Collaborates with: Online Engagement Coordinator, Executive Director, and all district-level staff

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

Seat-Based Program (PreK-8)

JOB SUMMARY/PURPOSE

The Seat-Based Engagement Coordinator serves a role of strategic engagement coordination for our CCS seat-based community. This position fosters strong connections between students, families, staff, and the broader community while maintaining seamless collaboration with our online program to ensure unified district culture. Through high-quality focused community engagement, this role champions school culture that reflects the district's mission and values.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

For Students:

- Creating engaging in-person experiences that foster belonging, connection, and school pride
- Facilitating innovative learning opportunities that bridge classroom instruction with community engagement

For Staff & Community:

- Supporting unified engagement initiatives that strengthen collaboration between seat-based and online programs
- Building strategic community partnerships and representing CCS in local business and civic networks
- Coordinating key school events that showcase student learning and community values

ESSENTIAL DUTIES AND RESPONSIBILITIES

Engagement Coordination Responsibilities (.5 FTE)

Core Event Leadership (Primary Responsibility)

- **Major Events:** Lead coordination for Open House, Holiday Open House, Cabin Fever enrollment event, St. Patrick's Day parade and Last Day of School celebrations
- Reestablish and Evening for Education fundraising event
- **Event Support:** Collaborate with staff and parent committees on Halloween Parade, Santa's Workshop, and Spaghetti Dinner
- **Field Trip Coordination:** Plan and execute 4-6 annual field trips including venue contacts, transportation, documentation, and family communication as well as bring in programs for presentations
- Other duties as assigned

Community & Partnership Development

- **Business Relations:** Attend quarterly Chamber Business meetings with Executive Director to represent CCS and build partnerships
- **Civic Engagement:** Support Executive Director at LAKE Foundation and city meetings as needed
- **Community Partnerships:** Develop and maintain relationships with local organizations and businesses

Student & Family Engagement Programming

- **Student Programs:** Work in partnership with Seat Based Director to encourage celebrations and achievements
- **Family Engagement:** Develop targeted family engagement strategies and serve as point of contact for community education programs
- **Parent Advisory Council:** Support Seat-based director as needed

District Collaboration & Communication

- **Cross-Platform Unity:** Partner with Online Engagement Coordinator on unified district initiatives, alternating leadership on marketing committee and staff engagement programs
- **Newsletter Contribution:** Participate in monthly newsletter creation through collaborative rotation system
- **Staff Support:** Support implementation of staff appreciation initiatives and engagement opportunities with Seat Based Director
- **MNMTSS:** Serve on the MNMTSS committee
- **School Year Execution:** Focus on event execution and teaching excellence during peak academic periods

Collaborative Functions

- **Executive Support:** Assist Executive Director with community relations and public representation as schedule permits

- **Resource Management:** Coordinate essential supply needs and maintain updated community resource lists

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Building strong relationships with students, families, staff, and community partners while valuing diverse perspectives in both instructional and engagement settings

Excellence: Delivering high-quality instruction while leading strategic engagement initiatives that elevate the school experience

Learning: Continuously improving both teaching practices and community engagement approaches through professional development and collaboration

Integrity: Maintaining transparent communication, honoring commitments, and representing CCS with professionalism in all interactions

Community: Supporting seat-based and online program unity while building strong local partnerships that benefit all students

REQUIRED QUALIFICATIONS

Education:

- Bachelor's degree in Education or related field
- Current Minnesota Teaching License or ability to obtain

Experience:

- Minimum of 2 years of classroom teaching experience a preference
- Demonstrated experience in event planning, community engagement, or student activities coordination

Knowledge/Skills:

- Strong organizational and project management abilities
- Public speaking and presentation skills for community representation

Technology Proficiency:

- Demonstrated fluency with educational technology tools including Google Workspace, Microsoft Office, and learning management systems

- Ability to integrate technology effectively into both instruction and engagement programming

Personal Attributes:

- Commitment to environmental education and community impact
- Excellent verbal and written communication skills
- Strong collaboration and teamwork abilities
- Professional, adaptable, and student-centered mindset
- Ability to balance multiple priorities and work effectively with diverse stakeholders

PREFERRED QUALIFICATIONS

- Experience with environmental education programming
- Background in event planning or community engagement
- Familiarity with special education supports and inclusive practices
- Experience working with community organizations

WORKING CONDITIONS

- Standard school hours with occasional evening and weekend events (limited to major events)
- Occasional lifting and carrying of materials up to 25 lbs
- Frequent interaction with students, families, staff, and community members
- Limited local travel for community meetings and event coordination

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. Workload will be monitored regularly to ensure sustainable balance between teaching and coordination responsibilities. CCS is an equal opportunity employer committed to building an inclusive community of educators.

TERMS OF EMPLOYMENT

Contract: 185 school calendar days (175 instructional days + 10 additional days) prorated to FTE

Schedule: 8 hours per day; general business hours are 7:45 AM to 3:45 PM with flexibility for evening/weekend events (limited to core events) dependent upon FTE

Position Type: Hybrid with occasional travel for community meetings

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

Summer Flexibility: Option for adjusted schedule for event planning

Administrative Support: Event logistics and communications support provided

Professional Development: Funding for engagement professional development

Salary Range: Engagement coordinator pay scale

Benefits: Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to hire@crosslakekids.org.

Board Approved Date: _____