

JOB DESCRIPTION

JOB TITLE

Executive Director

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Board of Education (BOE)

Supervises: Director of Online Learning, Director of Seat-Based Learning, 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

District-wide leadership supporting both Online Learning Program and Seat-Based Program

JOB SUMMARY/PURPOSE

The Executive Director serves as the chief administrator and educational leader of Crosslake Community Schools, overseeing both our online K-12 and seat-based PreK-8 programs. This position provides strategic leadership, ensures regulatory compliance, manages fiscal operations, and coordinates with the Board of Education while supervising Directors and district-level staff to fulfill our 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:

- Supporting students to feel appreciated, understood, cared for, and included through district-wide policies and leadership that promote equity and excellence
- Providing relevant, engaging learning opportunities aligned with student interests through strategic resource allocation and program oversight

For Staff & Community:

- Fostering a collaborative, supportive work environment through effective leadership and clear communication across all programs
- Ensuring effective communication with families and community members through transparent governance and community engagement

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Leadership and Governance

- Lead implementation of district-wide Strategic Roadmap in collaboration with Board of Education and District leadership team
- Serve as Ex-Officio non-voting member of Board of Education and primary liaison with Minnesota Department of Education
- Ensure mission, vision, and core values integration across all district operations and programs
- Establish district-wide goals for continuous improvement, academic achievement, and regulatory compliance
- Lead development of Annual/World's Best Workforce reports and Charter Contract revisions

Executive Supervision and Leadership

- Supervise and evaluate Director of Online Learning and Director of Seat-Based Learning
- Conduct weekly 1:1 meetings with both Directors and lead weekly District Cabinet meetings

- Supervise district-level staff including HR/Business Manager, IT Manager, Assessment & Curriculum Coordinator, Special Education Coordinator, and Student Data Coordinator
- Provide final authority on major organizational decisions and resource allocation between programs
- Hold Directors accountable for implementing district policies and initiatives within their respective programs

Fiscal Leadership and Compliance

- Maintain ultimate responsibility for financial management in collaboration with HR/Business Manager
- Lead budget development, revenue forecasting, and resource allocation across programs
- Oversee federal and state grant applications and compliance reporting
- Monitor Average Daily Membership (ADM) and enrollment-based funding metrics
- Ensure compliance with all financial regulations and audit standards

External Relations and Board Governance

- Serve as primary spokesperson and district representative to external stakeholders
- Maintain relationships with authorizer (Osprey Wilds), state agencies, and community partners
- Prepare Board meeting agendas and provide regular operational reports to Board
- Lead authorizer relations and contract compliance oversight
- Represent district at state and regional educational meetings and conferences

Policy Development and Legal Compliance

- Serve as designated Title IX Coordinator and ensure compliance with federal and state regulations
- Serve as District MnMTSS Coordinator, leading implementation of Multi-Tiered System of Supports across all programs
- Oversee development and implementation of district-wide policies and procedures
- Manage high-level legal issues in consultation with legal counsel
- Monitor legislative changes affecting charter school operations

- Ensure consistent policy enforcement across both programs

Data Privacy and Crisis Management

- Serve as district's primary data privacy officer in accordance with Minnesota Statutes and FERPA
- Lead crisis management and emergency response planning for both programs
- Oversee safety protocols for physical and virtual learning environments
- Coordinate with local and state agencies on safety and compliance matters

Strategic Collaboration and Communication

- Facilitate collaboration between Directors to ensure district-wide cohesion and resource sharing
- Coordinate with all district-level staff on strategic initiatives and operational efficiency
- Ensure equitable resource allocation and program support across online and seat-based programs
- Maintain regular communication systems between programs and district leadership

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Leading with integrity and treating all stakeholders with dignity while promoting inclusive policies and practices

Excellence: Maintaining the highest standards of educational leadership, fiscal responsibility, and organizational effectiveness

Learning: Modeling continuous improvement and staying current with educational leadership best practices and regulatory requirements

Integrity: Ensuring transparent governance, ethical decision-making, and honest communication with all stakeholders

Community: Building partnerships that advance the school's mission and creating systems that strengthen school-community connections

REQUIRED QUALIFICATIONS

Education and Licensing

- Master's degree required; Doctorate preferred
- Minnesota Administrative Licensure (Superintendent) required, or demonstrable progress toward completion
- Valid Minnesota teaching license with at least three years of experience
- Fulfillment of requirements under Minnesota Statutes for school administrators

Experience and Leadership

- Minimum seven years of progressive leadership experience in education, with at least three years in senior administration
- Experience with charter school operations and governance strongly preferred
- Demonstrated success in organizational leadership, strategic planning, and fiscal management
- Experience working effectively with Board of Education or similar governance body

Knowledge and Skills

- Comprehensive understanding of K-12 education systems, policies, and charter school law
- Advanced fiscal management expertise including budget development and compliance
- Excellence in written and verbal communication across diverse audiences
- Strong data analysis skills for educational decision-making and strategic planning
- Understanding of technology privacy, security, and compliance requirements

Leadership Attributes

- Visionary leadership with ability to inspire and motivate diverse stakeholders
- Exceptional interpersonal skills with ability to build productive relationships and unite teams
- Strategic thinking balanced with practical implementation skills
- Collaborative leadership style that empowers staff while preventing divisiveness
- Commitment to environmental education and community engagement

PREFERRED QUALIFICATIONS

- Doctorate in Educational Leadership or related field
- Experience with dual-program models (online and traditional)
- Background in environmental education or sustainability initiatives
- Experience with cooperative service delivery models
- Demonstrated success in charter school authorization and compliance

WORKING CONDITIONS

- Year-round position with negotiated hybrid work arrangements; flexibility for strategic priorities
- Occasional evening and weekend responsibilities for Board meetings and community events
- Travel for professional development, state meetings, and authorizer relations

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. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position, year-round (220 days)

Schedule: 8 hours per day; flexible schedule based on leadership needs and Board requirements

Position Type: Hybrid negotiated work arrangements; flexibility for strategic priorities

Technology Requirements: Must maintain updated Google Calendar and participate in district technology platforms

Meeting Requirements: Must conduct weekly 1:1s with Directors, lead District Cabinet meetings, and attend all Board meetings

Delegation Structure: Must establish clear district-wide delegation protocols for absences

Salary Range: \$_____ annually, depending on qualifications and experience

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: _____