



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

## Crosslake Community Schools Job Description

**Position:**

.2 ESL - English Learner Teacher

**Location:**

Crosslake Community School Online Program (remote)

**FTE/ Hour Allotment:**

.2 FTE

**Immediate Supervisor:**

Director of Online Learning

**Position Summary:**

To teach students in grades K-12 who receive English Learner Services; to develop and enhance CCS' English Learner Services; to ensure proper assessment of students who qualify for English Learner Services; to support students in completion of classes and school engagement, to build relationships and connections with students and families in order to facilitate a small school feeling, to communicate with families regarding course activity and progress, and to identify and support students who otherwise may fall through the cracks, drop out, or not-pass classes.

**Performance Responsibilities**

- Provides English Learner services to online and seat-based students including students who receive special education services in grades 7-12 in alignment with state standards.
- Evaluates incoming student records for English Learner status
- Facilitates WIDA screener and ACCESS testing as needed
- Plans and implements instruction to ensure that all students meet and exceed the State Content Standards .
- Confers with students, families, and administration to resolve student problems.
- Records professional learning/continuing education activities.
- Maintains valid teaching license in assigned areas.

**Student Learning**

- Participates in student/family conferences and online school events.
- Assesses and monitors student learning outcomes/Minnesota 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.
- Provides appropriate guidance to paraprofessionals. (If Needed)

## 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 school's 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.

Other duties as assigned by the Director.

## Requirements:

- Valid Minnesota Teaching License in ESL for grades K-12 (other licensure areas considered for out-of-field permission if unable to identify a qualified licensed candidate)
- 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.
- Willingness to travel.

## Desired Background

- Prior experience with 7<sup>th</sup> – 12<sup>th</sup> grade students.
- Prior experience working with students in alternative-type settings.

## 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		

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:**

Salary based on current pay grid.

**Benefits Package:**

Benefits package will be available at interview for review.

**Work Schedule and Agreement:**

- Number of Days: 176 (Prorated for start dates after Teacher Workshop Week)
- Basic Duty Day: 8 Hours (includes paid lunch)
- Office Hours: 10:00 AM - 2:00 PM

**Board Approved:**