



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

**Position:**

Title 1/DAC/Curriculum Coordinator Teacher

**Location:**

Crosslake Community School

**FTE/ Hour Allotment:**

.4 Title 1 teacher

.6 DAC/ Curriculum Coordinator

**Essential Duties and Responsibilities of Title 1:**

Instruct children in reading and math interventions. Advise with curriculum matters.

Oversight, planning, and implementation of district wide testing (seat-based and online programs).

- Coordinates with classroom teachers to plan and supervises purposeful programming for the Title I program.
- Plans and presents an informational meeting for parents.
- Maintains accurate, complete, and correct records as required by law.
- Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested.
- Assists annually as requested in Title I Funding Application.
- Maintains contact with MDE concerning requirements for the program and communicates these updates/changes with appropriate school officials.
- Attends necessary in-services or networking for Title I to remain abreast of changes.
- Meets and instructs assigned students or small groups in the locations and at the times designated to provide Title I services.
- Guides the learning process toward the achievement of curriculum goals.
- Employs a variety of instructional techniques.
- Assists in the reporting process of the Literacy Plan.
- Assists in making adjustments to the schools' Literacy Plan.
- Cooperates with the work/plans of the grade level team.
- Attends all staff and team meetings.
- Performs functions as assigned by team, team leader or Director.
- Articulates and advances school mission.
- Serves on the Board of Education or other necessary committees.
- Works effectively as a team member in: planning, shared decision making, problem solving, and communicating.
- Other duties as assigned by the Director.

**Essential Duties and Responsibilities of DAC and Curriculum**

- Oversee operation of testing, MCA, ACT, STAR, and any other school-wide tests that may be added.

- Plan testing dates/times with all teachers.
- Be present at the school building while testing is being administered
- Determine, with Special Education and relevant classroom teachers/coaches, accommodations for all tests early in the school year and enough time before each test to accomplish the needed accommodations.
- Work with MARSS coordinator and technology coordinator to prepare for testing.
- Provide relevant reports to staff.
- Train staff as needed to use testing systems.
- Follow federal, state, district, and private sector laws, rules, and requirements for various tests.
- Attend DAC meetings sponsored by Sourcewell as needed.
- Attend any required MDE training.
- Establish testing sites throughout the state to accommodate online learners including appointing a testing monitor to oversee testing.
- Travel to/from testing sites throughout the state to monitor testing if needed.
- Attends staff meetings and serves on staff committees as required.
- Promotes pleasant manner with staff, students and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Articulates and advances school mission.
- Cooperates with the work/plans of the grade level team.
- Attends all staff meetings.
- Performs functions as assigned by the Seat Based Director.
- Articulates and advances school mission.
- Works effectively as a team member in: planning, shared decision making, problem solving, and communicating.
- Other duties as assigned by the Seat Based Director reviews, evaluates, synthesizes, and facilitates the development of program proposals.
  - Acts as a primary resource for faculty and management on curriculum development and approval.
  - Analyzes school testing data to ensure complete and accurate curriculum suggestions and ideas are in place to assist with instructing
  - Reviews curriculum, compares with state standards, defines gaps and finds supplement curriculum for teachers
  - Plans professional development for teachers and paraprofessionals, anticipates all needs for each session.

#### All employees:

- Attends staff meetings and serves on staff committees as required
- Promotes pleasant manner with staff, students and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Articulates and advances school mission.

#### Qualifications:

- Proven to work with confidentiality
- Valid Minnesota teachers license (or ability to obtain MN license within one year)
- Assessment coordinator experience preferred
- Knowledge of technology
- Knowledge of reporting data and numbers

**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			

**Benefits Package:**

Benefits package will be available at interview for review.

**Work Schedule and Agreement:**

- Number of Days: 175 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:45 a.m. to 3:45 p.m or 7:30-3:30
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Seat-Based Director

**Salary or Hourly Range:**

Salary per teacher pay scale

**Board Approved:**