

JOB DESCRIPTION

JOB TITLE

Director of Seat-Based Learning

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Supervises: Seat-Based School Staff

Collaborates with: Director of Online Learning, all district-level staff, and seat-based team

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 Director of Seat-Based Learning serves as the principal administrator for Crosslake Community Schools' PreK-8 Seat-Based Program, leading educational excellence for students through hands-on, interactive learning experiences. This position collaborates closely with the Executive Director and Director of Online Learning to ensure cohesive district-wide implementation of our mission while developing distinctive in-person learning opportunities that emphasize environmental education and community connections.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

For Students:

- Creating hands-on, interactive learning experiences including outdoor education that connect students with their environment and community
- Supporting students to feel appreciated, understood, cared for, and included through personalized attention and inclusive classroom practices

For Staff & Community:

- Fostering a collaborative, supportive work environment through team building and unified campus culture
- Ensuring effective communication with families and community members through welcoming campus environment and active engagement

ESSENTIAL DUTIES AND RESPONSIBILITIES

Seat-Based Program Leadership and Vision

- Develop and implement comprehensive vision for PreK-8 Seat-Based School aligned with district mission and Strategic Roadmap
- Create program-specific goals for academic achievement, hands-on learning, and campus community building
- Lead curriculum development and implementation ensuring Minnesota standards compliance and environmental education integration
- Monitor seat-based student achievement and implement improvement strategies based on data analysis
- Ensure oversight and follow through with School initiatives such as HRS, Catalyst, etc
- Collaborate with Executive Director on district-wide strategic initiatives and resource allocation

Campus Operations and Management

- Oversee daily operations of physical school campus including facility usage, safety protocols, and maintenance coordination

- Ensure cohesive PreK-8 learning environment providing hands-on, interactive experiences as specified in Strategic Roadmap
- Develop and maintain seat-based school handbooks, policies, and campus procedures
- Coordinate with Student Data and Enrollment Coordinator on seat-based enrollment processes and attendance management
- Work with District IT Manager and Technology Coordinator to integrate technology effectively in classroom instruction

Seat-Based Staff Leadership and Development

- Supervise and evaluate seat-based teaching staff, ensuring consistent support across PreK-8
- Lead campus staff meetings and in-person professional development initiatives
- Foster collaborative culture and "one team" mentality among all campus staff
- Coordinate with HR/Business Manager on seat-based staff recruitment, evaluation, and professional development
- Collaborate with Special Education Coordinator to ensure appropriate on-site services for students with disabilities
- Maintain staff PTO information in tracking spreadsheets and databases
- Input substitute teacher information into calendar management systems
- Recruit, schedule, and coordinate substitute teachers and paraprofessionals for absent staff
- Track paid time off (PTO) for staff requiring substitute coverage in coordination with HR/Business Manager

Student Support and Campus Community Building

- Oversee development of seat-based student support systems and campus engagement opportunities
- Lead Multi-Tiered Systems of Support (MTSS) processes specific to in-person learning environment
- Create positive school climate focused on student wellbeing, belonging, and environmental stewardship
- Implement campus-based positive behavior support strategies and community building initiatives

- Approval and oversight of after-school programs, field trips, and extracurricular activities

Environmental Education Leadership

- Collaborate with district staff to implement Environmental Learning Plan with emphasis on outdoor and hands-on experiences
- Ensure integration of environmental education throughout campus curriculum and daily operations
- Promote outdoor learning opportunities and environmental stewardship as core campus experiences
- Coordinate environmental projects and community impact initiatives that engage local partnerships
- Work with Director of Online Learning on shared environmental initiatives and cross-program collaboration

Campus Facilities and Safety Management

- Oversee campus safety protocols, emergency procedures, and facility security measures
- Coordinate with Lakes Foundation on facility needs, improvements, and maintenance planning
- Oversight of campus-based transportation services and supervise coordination of field trip logistics
- Supervise non-instructional staff including custodial, food service, and campus support personnel
- Ensure safe and well-maintained learning environment that supports hands-on and outdoor education

Community Engagement and Local Partnerships

- Build and maintain strong relationships with local families and Crosslake community including the LAKE foundation, City of Crosslake, Chamber of Commerce, area businesses, etc. in cooperation with the Community Engagement Coordinator, with particular focus on uplifting and strengthening the Executive Director's relationships with these key contacts and stakeholders
- Develop community-based learning opportunities and local partnership initiatives
- Coordinate community impact projects that reinforce environmental education mission
- Represent seat-based program at local community events and functions

- Collaborate with Administrative Assistants on family communication and community engagement strategies

District Collaboration and Communication

- Participate in weekly 1:1 meetings with Executive Director and weekly District Cabinet meetings
- Conduct weekly 1:1 meetings with Director of Online Learning for cross-program coordination and collaboration
- Coordinate with Assessment & Curriculum Coordinator on seat-based assessment delivery and curriculum implementation
- Coordinate with Teaching and Engagement Coordinator to support the establishment and maintenance of a Parent Advisory Council that is fully run and operated by parents
- Work with all district-level staff to ensure seat-based program integration and resource sharing

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Creating inclusive campus environments that honor diverse backgrounds and learning needs of all students and families

Excellence: Maintaining high standards of in-person education quality, campus safety, and hands-on learning experiences

Learning: Staying current with elementary education best practices and modeling continuous growth in educational leadership

Integrity: Ensuring transparent communication with families and maintaining ethical campus leadership practices

Community: Building meaningful connections among students, families, staff, and local community partners

REQUIRED QUALIFICATIONS

Education and Licensing

- Master's degree required, or demonstrable progress toward completion

- Minnesota Administrative Licensure (K-12 Principal) required, or demonstrable progress toward completion
- Valid Minnesota teaching license with at least three years of experience
- Environmental education background or training preferred

Experience and Elementary Education Expertise

- Minimum five years of teaching experience in K-8 setting
- Prior administrative or leadership experience in educational settings
- Demonstrated success in elementary curriculum development and implementation
- Experience with hands-on, project-based learning approaches
- Background in campus management and facility operations

Knowledge and Skills

- Comprehensive understanding of best practices in K-8 education
- Knowledge of Minnesota academic standards and elementary education requirements
- Understanding of charter school operations and compliance requirements
- Strong project management and campus operations skills
- Excellence in community engagement and family communication

Leadership Attributes

- Visionary leadership with focus on innovative elementary education practices and positive campus culture
- Strong interpersonal skills with ability to build relationships with diverse stakeholders
- Collaborative mindset with commitment to district-wide success and cross-program cooperation
- Visible, hands-on leadership presence that models respect and professionalism
- Passion for environmental stewardship and community engagement

PREFERRED QUALIFICATIONS

- Experience with environmental education or outdoor learning programming
- Background in PreK-12 school administration or campus leadership
- Experience with charter school or innovative educational settings
- Knowledge of facility management and campus safety protocols
- Experience with community partnership development

WORKING CONDITIONS

- On-site position at Crosslake campus with regular presence required for campus leadership
- Standard business hours with flexibility for campus events and family engagement
- Physical demands include campus supervision, outdoor activities, and facility oversight
- Regular coordination with Executive Director, Director of Online Learning, and all district-level staff
- Occasional evening meetings for family events or community engagement
- Extended interaction with students, families, staff, and community members

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 with flexibility for campus programming and family engagement needs

Position Type: On-site at Crosslake campus with occasional travel for professional development

Technology Requirements: Must maintain updated Google Calendar and coordinate with district technology platforms

Meeting Requirements: Must attend weekly 1:1s with Executive Director, weekly 1:1s with Director of Online Learning, District Cabinet meetings, and collaboration sessions with district-level staff

Delegation Structure: Must establish clear campus delegation protocols during 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: _____