



JOB DESCRIPTION

JOB TITLE

Online Learning Coach

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Lead Learning Coach

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

Crosslake Community School Online Program

JOB SUMMARY/PURPOSE

The Online Learning Coach plays a vital role in ensuring student success by fostering strong relationships, promoting consistent engagement, and monitoring academic progress across the online learning environment. This position exists to provide personalized support, accountability, and encouragement to help students stay on track with coursework and meet their educational goals. As a key connector between students, families, and staff, the coach contributes to a close-knit school culture while helping identify and address barriers to learning. The role is essential in advancing the school's mission to provide a supportive and responsive online education experience.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Building meaningful relationships and providing personalized support to increase engagement, motivation, and academic success in an online environment.
 - Monitoring progress and attendance, intervening early to remove barriers, and connecting students with appropriate supports to promote their holistic growth.
- **For Staff & Community:**
 - Collaborating with teachers, counselors, and administrators to ensure coordinated support for students across academic and social-emotional domains.
 - Maintaining open, proactive communication with families to foster trust, reinforce school expectations, and strengthen the school-to-home connection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Actively participates in the online MTSS process**, including initiating referrals, implementing interventions, and attending weekly MTSS meetings
- **Managing onboarding and orientation** by meeting with new students and families to explain school policies, attendance expectations, testing requirements, and essential platforms, ensuring a smooth transition into the online environment.
- **Monitoring academic progress and attendance** weekly by tracking student data in JMC and identifying disengaged or at-risk students.
- **Synthesizing performance data from learning platforms** to gain a comprehensive view of student engagement and achievement, and using that data to inform timely, targeted interventions.
- **Creating supportive student relationships** by encouraging engagement, understanding each family's context, and helping students develop personalized schedules and routines to support independent learning.

- **Communicating effectively with families and staff** by providing regular feedback on student progress, maintaining records of interactions, and collaborating with teachers, counselors, special education staff, and administration.
- **Collaborating with grade-level teams and school staff** to align instructional plans, share strategies, and support school-wide initiatives such as Environmental Education (MESS-E and Salt Watch) and College/Career Readiness
- **Assisting students with technology navigation** by guiding them through use of email, Google Calendar, and LMS features to foster digital independence and academic accountability.
- **Contribute to school culture and community building by actively serving on at least one club or committee**, supporting student engagement, staff collaboration, or school-wide initiatives.
- **Supporting student services coordination** by connecting students to internal supports (counselors, interventionists, special education, 504 Coordinator), co-authoring 504 plans when needed, and triaging students to the appropriate team member for additional help.
- **Participating in school operations** by attending staff meetings, contributing to testing logistics, and completing additional duties that enhance student outcomes and school-wide cohesion.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building strong, supportive relationships with students and families by honoring individual circumstances, listening with empathy, and creating a welcoming online environment.
- **Excellence:** Monitoring student progress and engagement closely, implementing timely interventions, and guiding students toward successful course completion and academic growth.
- **Learning:** Seeking continuous improvement by adapting strategies to meet the evolving needs of online learners and staying current with best practices in student support.
- **Integrity:** Following through on commitments, maintaining student confidentiality, and modeling responsibility, professionalism, and consistency in communication and action.
- **Community:** Collaborating regularly with staff, students, and families to ensure a cohesive, mission-driven approach to supporting every learner's success.

REQUIRED QUALIFICATIONS

- **Education:**
 - Bachelor's degree in education or related field required
 - Valid Minnesota Teaching License
- **Experience:**

- Minimum of 1 year of experience teaching, advising, or working with youth in an educational or advocacy setting
- **Knowledge/Skills:**
 - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively
- **Technology Proficiency:**
 - Demonstrated fluency with educational technology tools including Google Workspace (Docs, Meet, Drive, Calendar), Microsoft Office (Word, Excel, PowerPoint), and learning management systems (LMS).
 - Ability to integrate technology creatively and effectively into instruction and school operations, with a growth mindset toward emerging tools and practices, including AI.
- **Personal attributes:**
 - Commitment to environmental education and making a positive community impact
 - Excellent verbal and written communication skills
 - Demonstrated ability to communicate effectively across multiple modalities, including virtual one-on-one meetings with students (a core expectation), as well as through phone calls, email and chat
 - Must be responsive, approachable, and committed to fostering strong connections in a fully online learning environment.
 - Professionalism, adaptability, and a student-centered mindset

PREFERRED QUALIFICATIONS

- Experience working in an online or blended learning environment
- Familiarity with special education supports and inclusive instructional practices
- Experience working with diverse learners, including students with IEPs or English language learners
- Willingness to participate in or lead extracurricular activities or school events
- Experience with educational technology integration and innovation, digital instructional design, or AI-informed teaching practices.

WORKING CONDITIONS

- Remote work environment with a typical 8-hour workday
- Standard office hours are 10:00 AM–2:00 PM; remaining hours are flexible based on duties
- Annual schedule includes 175 workdays (prorated based on start date), including school and professional development days
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching
- Must be able to talk and hear effectively to support virtual instruction and communication
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for in-person collaboration or training

- Requires strong organization, independent time management, and the ability to collaborate virtually with staff and leadership

TERMS OF EMPLOYMENT

- **Agreement:** 10 month, 175 days
- **Schedule:** 8 hours per day; general business hours are 7:45 a.m. to 3:45 p.m. with flexibility as needed
- **Position Type:** Remote
- **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
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Salary Range:** Based on current Teacher Salary Grid
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

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. CCS is an equal opportunity employer committed to building an inclusive community of educators.

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

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved _____ Date: _____