



JOB DESCRIPTION

JOB TITLE

PreK-8 Engagement Lead & FSCS Site Coordinator

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Principal - In-person and Principal - K-8 Online School

FSCS Grant Reporting: District Superintendent (District FSCS Director)

Collaborates with: Engagement Lead - Online High School and all 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

Crosslake Community School In-person Program (PreK-8) and Online Program (K-8)

FUNDING CONTINGENCY

Please note: The expanded Site Coordinator duties and 11-month contract outlined in this description will go into effect in the event we receive the FSCS grant for one or both schools.

JOB SUMMARY/PURPOSE

The PreK-8 Engagement Lead & FSCS Site Coordinator serves a critical, dual-program role connecting our youngest learners and their families across the district. This hybrid position fosters strong relationships within the PreK-8 in-person community while simultaneously integrating K-8 online students into unified, cross-pathway experiences. Serving concurrently as the grant-funded FSCS Site Coordinator, this role directly addresses non-academic barriers to learning by brokering wraparound services, leading local asset mapping, and facilitating the FSCS Leadership Team. Additionally, this role serves as the district's Environmental Education (EE) Coordinator, spearheading EE initiatives for both the in-person and online schools. By championing a cohesive middle school experience and deeply connected elementary programs, this role ensures a unified, supported culture that reflects the district's mission and values, regardless of how a student attends classes.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Creating highly engaging, age-appropriate experiences that foster belonging, connection, and school pride for early childhood and middle-grades learners.
 - Facilitating a "True Middle School Experience" that bridges the in-person and online populations through joint events, field trips, and shared milestones.
- **For Staff & Community:**
 - Supporting unified engagement initiatives that break down silos between in-person and online programs, establishing Crosslake as a unified community hub.
 - Building strategic community partnerships and embedding Environmental Education seamlessly across both learning modalities.
 - Transforming family input into shared co-governance by elevating parent and community voices through the FSCS Leadership Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Full-Service Community Schools (FSCS) & Wraparound Coordination

- **Asset Mapping:** Lead a comprehensive local asset mapping and needs assessment process to identify service gaps, transportation barriers, food/housing insecurity, and mental health needs impacting the PreK-8 population in Crow Wing County and surrounding areas.

- **FSCS Leadership Team:** Convene and facilitate the In-Person FSCS Leadership Team (minimum 12 members), ensuring representation from parents, upper-grade students, staff, and anchor community partners, while intentionally removing barriers to participation (stipends, childcare, transportation).
- **Service Brokering:** Broker new and existing community partnerships to provide wraparound integrated student supports, acting as a single point of entry for families needing mental health (e.g., Regroup Counseling), early childhood, or county human services.
- **Data Analysis:** Track and analyze community-side data, including wraparound service utilization, Care Team referral volume, family engagement quality, and community health indicators.

Cross-Pathway Engagement & Event Leadership

- **Major Events:** Lead coordination for unified PreK-8 events, including Open House, Holiday Open House, Cabin Fever, St. Patrick's Day parade, and Last Day of School celebrations, ensuring online families are actively invited and integrated.
- **Middle School Culture:** Design and execute a distinct middle school experience, including joint in-person/online middle school dances, social events, and a dedicated 8th-grade graduation ceremony.
- **Field Trip Coordination:** Plan and execute 4-6 annual field trips (managing venue contacts, transportation, and family communication) designed to be accessible to both in-person and online K-8 learners.
- **Family Programming:** Develop targeted family engagement strategies and serve as the point of contact for community education programs and the Parent Advisory Council.

Environmental Education (EE) Coordination (District-Wide)

- **Serve as the primary EE Coordinator** for both the in-person and online schools, ensuring integration of the Environmental Learning Plan into daily operations and culture.
- **Maintain and leverage key partnerships** with the National Loon Center, Camp Knutson, Osprey Wilds, and other environmental organizations to create hands-on and virtual learning experiences.
- **Coordinate school-wide EE initiatives** (such as MESS-E and Salt Watch) and support teaching staff in aligning instructional plans with environmental stewardship goals.

District Collaboration & Communication

- **Cross-Platform Unity:** Partner closely with the Engagement Lead - Online High School to unify district initiatives, alternate leadership on the marketing committee, and execute district-wide events.
- **Community Partnerships:** Attend Chamber Business meetings, LAKE Foundation meetings, and civic events to represent CCS and build partnerships that benefit our PreK-8 populations.

- **MnMTSS Alignment:** Collaborate biweekly with the District MnMTSS Coordinator to ensure family engagement and wraparound services align seamlessly with the district's tiered intervention framework.
- **Staff Support:** Collaborate with both PreK-8 Principals to encourage student celebrations, manage staff appreciation initiatives, and serve on the MnMTSS committee.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building strong relationships with students, families, and colleagues by valuing diverse perspectives and removing barriers to school governance participation for under-resourced families.
- **Excellence:** Leading innovative, future-ready engagement strategies that elevate the student experience and align with district-wide goals for continuous improvement and high-quality programming.
- **Learning:** Staying ahead of emerging trends in online education and digital connection to continuously improve virtual community-building and engagement practices.
- **Integrity:** Ensuring transparent communication, honoring commitments, and representing the school with professionalism in both internal and external partnerships.
- **Community:** Uniting online and seat-based communities through collaborative initiatives, virtual and in-person events, and engagement models that foster a sense of belonging across the entire district.

REQUIRED QUALIFICATIONS

- **Education:**
 - Bachelor's degree Education, Environmental Science, or related field.
 - Current Minnesota Teaching License or actively pursuing licensure
- **Experience:**
 - Minimum of 1 year of experience in classroom teaching, event planning, community engagement, or environmental education coordination.
- **Knowledge/Skills:**
 - Strong understanding of asynchronous online learning environments and virtual engagement strategies
 - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively
 - Strong organizational and project management abilities; public speaking and presentation skills; deep understanding of early childhood and middle school developmental needs.
- **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, chat, and optional group virtual instruction.
 - Must be responsive, approachable, and committed to fostering strong connections in online and in-person learning environments.
 - Professionalism, adaptability, and a student-centered mindset

PREFERRED QUALIFICATIONS

- Experience teaching or coaching 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

- Hybrid 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 220 school calendar days (to maintain year-round community relationships), prorated based on start date
- 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:** 220 school calendar 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:** Hybrid work environment supporting both on-site (Crosslake, MN) and online programs.
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend all required weekly meetings including Marketing, and full staff meetings for both schools
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Online School during any absences
- **Summer Flexibility:** Option for adjusted schedule for event planning and preparation
- **Professional Development:** Funding for engagement-related professional development
- **Salary Range:** \$45,200 - \$60,000
- **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. **Implementation of the FSCS Site Coordinator duties and the corresponding 11-month contract terms outlined in this description is in the event we receive the FSCS grant for one or both schools.** 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.

Board Approved

Date: _____

