



CROSSLAKE

COMMUNITY SCHOOL

JOB DESCRIPTION

JOB TITLE

High School Engagement Lead

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Principal - Online High School

Collaborates with: Engagement Lead - PreK-8, 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 Online High School

JOB SUMMARY/PURPOSE

The Engagement Lead - Online High School plays a critical role in fostering a strong sense of connection and belonging within Crosslake's 9-12 online program. This fully remote position leads student and family engagement efforts specifically tailored to secondary learners, designing community-building experiences that reflect the district's mission and address non-academic barriers to graduation. By prioritizing psychological safety, relational trust, and student voice, the Engagement Lead ensures that every high schooler feels seen, supported, and connected. This role drives the development of statewide learning pods, robust post-secondary pathways, and signature high school experiences that shape a cohesive virtual school culture.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Designing innovative, accessible virtual and regional experiences that foster a deep sense of belonging and combat the isolation of asynchronous learning.
 - Championing student-centered program development by integrating emerging technologies, personalized post-secondary pathways, and student-led initiatives (such as creative arts showcases, poetry clubs, and student government).
- **For Staff & Community:**
 - Fostering a unified, collaborative culture by supporting 9-12 staff in embedding relational trust and engagement strategies into their daily student interactions.
 - Leading community engagement strategies that elevate the high school program's visibility, directly support the CSI graduation rate improvement plan, and strengthen partnerships with employers, colleges, and regional organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

High School Engagement & Culture Building

- **Drive 9-12 student engagement** by designing and implementing inclusive strategies that promote connection and participation in both virtual and regional formats.
- **Lead the development and logistical execution of statewide in-person learning pods** to support social connection, academic collaboration, and equitable access for high school students.
- **Design and execute signature high school experiences and traditions**, including the in-person Prom, graduation ceremonies, and virtual spirit weeks.
- **Facilitate and support student-led clubs, creative arts initiatives, and extracurricular opportunities** that validate the adolescent experience and build school pride.

Post-Secondary Pathways & CSI Support

- **Expand Workforce Ready, Career Technical, and College Bound pathways** by researching opportunities, building regional employer/institutional partnerships, and integrating aligned programming into the 9-12 experience.
- **Collaborate with the Principal - Online High School** and support teams to design engagement interventions that specifically target non-academic barriers affecting the 4-year cohort graduation rate.

District Collaboration & Communication

- **Partner closely with the Engagement Lead - PreK-8** to unify district-wide initiatives, ensure a seamless transition for rising 9th graders, and co-chair the district marketing committee.
- **Build and sustain family engagement strategies** that include virtual communication, online training, and targeted support for families navigating the high school and post-secondary transition.
- **Innovate virtual engagement practices** by identifying emerging digital technologies and designing scalable, future-ready initiatives aligned with adolescent needs.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building strong relationships rooted in psychological safety, valuing diverse perspectives, and designing engagement opportunities that are culturally responsive.
- **Excellence:** Leading innovative, future-ready engagement strategies that directly support graduation readiness and high-quality secondary programming.
- **Learning:** Staying ahead of emerging trends in online secondary education and digital connection.
- **Integrity:** Ensuring transparent communication, honoring commitments, and representing the school with professionalism.
- **Community:** Combating virtual isolation by building meaningful, localized connections and a strong overarching high school identity.

REQUIRED QUALIFICATIONS

- **Education:**
 - Bachelor's degree in Education, Youth Development, or related field.
 - Current Minnesota Teaching License or actively pursuing licensure
- **Experience:**
 - Minimum of 1 year of experience teaching, advising, or working with youth in an educational or advocacy setting
- **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
- Exceptional ability to build relational trust with teenagers in a digital environment; strong project management skills for large-scale event planning (like prom and statewide pods).
- **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 a fully online learning environment.
 - 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

- 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 185 school calendar days (175 instructional days + 10 professional development and planning days), 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:** 185 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:** 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 Marketing, and full staff meetings
- **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 - \$58,968
- **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](mailto: hiring@crosslakekids.org).

Board Approved

Date: _____