



JOB DESCRIPTION

JOB TITLE

High School Engagement Lead & FSCS Site Coordinator

FTE/HOUR ALLOTMENT

1.0 FTE (40 hours per week)

REPORTING STRUCTURE

Reports to: Principal - Online High School

FSCS Grant Reporting: District Superintendent (District FSCS Director)

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

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 the online school.

JOB SUMMARY/PURPOSE

The High School Engagement Lead & FSCS Site Coordinator 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. Serving concurrently as the grant-funded FSCS Site Coordinator, this role directly addresses the non-academic barriers driving the district's CSI graduation rate designation. The Coordinator leads statewide asset mapping, brokers wraparound services across Minnesota counties, facilitates the Online FSCS Leadership Team, and drives the development of regional learning pods. By prioritizing psychological safety, relational trust, and student voice, this role ensures every high schooler feels seen, supported, and connected to post-secondary pathways.

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.
 - Transforming family input into shared 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 statewide asset mapping and needs assessment process to identify regional service gaps, technology/connectivity inequities, and non-academic barriers impacting the 9-12 population.
- **FSCS Leadership Team:** Convene and facilitate the Online FSCS Leadership Team (minimum 12 members), ensuring representation from parents across Minnesota, upper-grade students, staff, and anchor community partners.
- **Service Brokering:** Broker new and existing community partnerships across Minnesota counties to provide wraparound integrated student supports, acting as a single point of entry for families needing mental health (e.g., Regroup Counseling), food security, or housing resources.
- **Data Analysis:** Track and analyze community-side data, including wraparound service utilization, Care Team referral volume, learning pod outcomes, and geographically disaggregated family engagement metrics.
- **Culturally Responsive Alignment:** Partner closely with Tribal Nations educational liaisons and the American Indian Parent Advisory Committee (AIPAC) to ensure culturally responsive service coordination.

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

- **Cross-Pathway Coordination:** Hold standing biweekly meetings with the Engagement Lead - PreK-8 to unlock Crosslake in-person campus assets (LAKE Foundation, National Loon Center, Camp Knutson) for online high school families.

- **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.
- **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 removing barriers to statewide governance participation for under-resourced families.
- **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 (learning pods) 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 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 for evening family engagement and statewide travel.
- **Position Type:** Remote with statewide travel expectations.
- **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 - \$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 the online school.** 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: _____

