



JOB DESCRIPTION

JOB TITLE

Principal - Online K-8 School

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Superintendent

Supervises: K-8 Online Teachers, K-8 Online Support Staff, and K-8 Special Education Staff

Collaborates with: Principal - Online High School, Principal - In-Person, and all district-level managers and coordinators.

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

JOB SUMMARY/PURPOSE

The Principal - K-8 Online School serves as the primary administrator for Crosslake Community Schools' (CCS) K-8 Online School. The position functions as a Principal for all intents and purposes as defined in Minnesota Statutes §123B.147. This position provides exclusive strategic leadership and operational oversight for the K-8 online program, ensuring high-quality instruction, student engagement, and program growth. This role supports, evaluates, and supervises all K-8 staff, aligning daily operations with the school's mission and academic goals. As a key district leader, the Principal collaborates closely with the Principal - Online High School to ensure a seamless educational transition for students while driving continuous improvement and success within the K-8 community.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

- **For Students:**
 - Directing a safe, inclusive, and engaging online environment where K–8 students feel connected, valued, and successful.
 - Ensuring comprehensive monitoring of student progress and behavior to provide timely interventions and support that promote foundational academic and personal growth.
- **For Staff & Community:**
 - Leading a positive, collaborative culture among K–8 staff through consistent communication, coaching, and team-building.
 - Directing K-8 school operations by managing day-to-day logistics, empowering staff, and ensuring clear alignment with district-wide organizational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Online Program Leadership and Vision

- Direct strategic planning and goal-setting for the K–8 online program, aligned with the district mission and Strategic Roadmap.
- Create program-specific goals for foundational academic achievement, student engagement, and virtual community building.
- Lead K-8 curriculum development and implementation, ensuring strict compliance with Minnesota state standards.

- Monitor and analyze K-8 academic and behavioral data to implement targeted improvement plans that support student success.
- Collaborate with the District Superintendent, Principal - Online High School, and Principal - In-person on district-wide strategic initiatives.

Staff Supervision, Development & Fair Treatment

- Supervise and evaluate online teaching and support staff, ensuring consistent support across the designated grade bands.
- Hold virtual 1:1 meetings with direct reports on a consistent, predictable schedule.
- Set clear performance expectations with direct reports and provide feedback that is specific and actionable.
- Complete staff evaluations on time and in accordance with the district evaluation process, using documented evidence from virtual classroom observations.
- Apply expectations and standards consistently across staff regardless of personal relationship.
- Treat staff members the same after they raise a concern, ask a hard question, or disagree with a decision (fostering psychological safety).
- Distribute opportunities—committees, leadership roles, professional development—equitably among qualified staff.
- Address underperformance directly rather than letting issues persist.

Virtual Learning Operations and Management

- Manage all operations of the K–8 online program independently, including scheduling, student conduct, and behavioral interventions.
- Ensure a cohesive K-8 learning environment that provides age-appropriate flexibility in scheduling and format.
- Develop and maintain K-8 online school handbooks, policies, and virtual learning procedures.
- Approve K–8 staff PTO/ESST requests and purchase orders, managing resource allocation for the elementary and middle school divisions.

Online Staff Leadership and Development

- Lead, supervise, and evaluate K–8 online teaching, coaching, and support staff to ensure high-quality instruction and accountability.
- Facilitate collaboration among K–8 staff through regular team meetings, coaching, and shared decision-making.
- Foster a positive, inclusive school culture by modeling effective communication and upholding high expectations for staff.
- Make K-8 staffing and resource decisions in coordination with the District Superintendent and HR.

Student Support and Virtual Community Building

- Oversee the development of K-8 student support systems, ensuring timely academic support and behavioral interventions.
- Create distinctive online school identity and traditions specifically tailored for K-5 and 6-8 learners.
- Implement strategies to promote student well-being, connection, and engagement in virtual elementary and middle school settings.
- Collaborate with internal teams, including special education, to support K-8 students' academic and personal development.

Process & Documentation Compliance

- Follow due process for online student discipline, including parent notification and the right to be heard.
- Document student discipline and academic integrity incidents accurately and on time.
- Follow mandated reporting requirements for student safety concerns in a virtual environment.
- Maintain student and personnel records in accordance with FERPA, MDE, and authorizer requirements.
- Complete required district reporting (attendance, enrollment, incident reports) on time and accurately.

Environmental Education and Community Engagement

- Partner with the Environmental Education Coordinator to develop and implement K–8 EE goals and activities.
- Create age-appropriate opportunities for K-8 online students to engage in foundational environmental learning and virtual field experiences.
- Work with district Principals on shared environmental initiatives and cross-program collaboration.

Alignment with District Direction

- Implement district decisions in the online program, even when the Principal personally disagreed during deliberation.
- Communicate district policies and decisions to online staff and families consistently with how they were communicated by district leadership.
- Speak about the Superintendent, the Board, and other administrators respectfully when those individuals are not present.
- Raise concerns about district direction through direct conversation with the Superintendent rather than through staff, families, or community members.

Information Stewardship & Upward Communication

- Share information with the Superintendent that the Superintendent would otherwise need to learn from another source (incidents, complaints, staff concerns, legal matters).
- Represent situations accurately when reporting to the Superintendent, including information that does not reflect well on the Principal or the online program.
- Handle confidential student, personnel, and family information in accordance with policy and law.
- Maintain appropriate boundaries around information shared in confidence by staff or families.

Professional Boundaries & Conflict Handling

- Maintain professional boundaries with staff: do not engage in gossip, take sides in interpersonal conflicts, or share information staff would not expect to be shared.
- Maintain professional boundaries with families: communicate through appropriate channels and do not become over-involved in family matters outside the school's role.
- Maintain professional boundaries with students: ensure interactions are appropriate to the role and follow school policy on social media and after-hours contact.
- Address disagreements directly with the person involved rather than through other staff or families.
- Handle complaints and concerns brought by staff through documented, fair processes.

Judgment, Decision-Making & Self-Correction

- Gather relevant information before making significant program decisions.
- Make decisions within a reasonable timeframe—neither rushed nor unduly delayed.
- Communicate decisions and their rationale once made.
- Maintain composure in high-pressure or emotionally charged situations.
- Acknowledge mistakes when they occur and adjust approach.
- Receive feedback from staff and the Superintendent in a way that invites continued input.

Technology Leadership and Online Safety

- Manage K-8 technology and infrastructure needs, identifying process improvements and coordinating directly with the District IT Manager.
- Ensure K-8 staff preparedness in health, safety, and compliance through training and oversight, holding full decision-making authority in day-to-day student safety matters.
- Ensure online learning environments are secure, accessible, and user-friendly for younger students and their parents/guardians.

Family and Community Engagement

- Communicate proactively with families to address K-8 student needs, program updates, and community concerns.

- Build strong foundational relationships with K-8 online families through virtual meetings, communications, and support systems.
- Create opportunities for meaningful engagement between K-8 students and families across the state.

District Collaboration and Communication

- Represent K–8 interests in district leadership meetings and participate in weekly District Cabinet meetings.
- Collaborate seamlessly with the Online High School Principal and In-person Principal for cross-program coordination.
- Coordinate with district-level staff to ensure K-8 program integration and resource sharing.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Cultivating a supportive and inclusive environment where all K-8 students, staff, and families feel heard, valued, and respected in their foundational learning years.

Excellence: Upholding high expectations for K-8 teaching, learning, and staff performance while continuously seeking ways to improve academic outcomes for younger learners.

Learning: Encouraging professional growth through coaching, collaboration, and data-driven reflection to enhance elementary and middle school teaching and student success.

Integrity: Making thoughtful, ethical autonomous decisions that prioritize K-8 student well-being, staff accountability, and alignment with district policies.

Community: Building strong connections among K–8 students, families, and staff through clear communication, shared age-appropriate traditions, and collaborative problem-solving.

REQUIRED QUALIFICATIONS

Education and Licensing

- Master's degree required.
- Minnesota Administrative Licensure (K-12 or Elementary/Middle Principal) required, or demonstrable progress toward completion.
- Valid Minnesota teaching license with at least three years of experience.
- Specific training or certification in online/digital learning preferred.

Experience and Online Education Expertise

- Minimum five years of teaching experience, with at least two years in online education.
- Prior administrative or leadership experience in educational settings.
- Demonstrated success in elementary and middle school virtual curriculum development and implementation.
- Experience with learning management systems and online instructional platforms.
- Background in innovative online instructional approaches tailored to K-8 learners.

Knowledge and Skills

- Comprehensive understanding of online and digital learning best practices.
- Knowledge of Minnesota K-8 academic standards.
- Understanding of charter school operations, data privacy (Minnesota Statutes §13.32), and compliance requirements.
- Advanced proficiency with learning management systems and educational technology evaluation (fulfilling Strategic Direction D).
- Excellence in virtual communication and remote K-8 team management.

Leadership Attributes

- Visionary leadership with a focus on innovation in digital learning.
- Strong interpersonal skills with the ability to build foundational relationships with younger students, families, and remote staff.
- Collaborative mindset with a commitment to district-wide success and cross-program cooperation.
- Adaptability in responding to evolving educational technology while establishing and modeling clear boundaries and professional conduct in virtual settings.
- Self-directed work style with the ability to manage remote teams effectively.

PREFERRED QUALIFICATIONS

- Experience with Canvas, Google Classroom, and other online learning platforms.
- Background in environmental education or virtual environmental programming.
- Experience with virtual student engagement and online community building for elementary and middle school students.
- Knowledge of accessibility requirements for digital learning environments in compliance with state and federal laws.
- Experience integrating artificial intelligence tools ethically in educational settings, including developing AI policies for staff and students.

WORKING CONDITIONS

- Year-round position aligned with the school fiscal year (July 1–June 30).
- Fully remote position with occasional on-site presence at the Crosslake, MN school building for district meetings and events.
- Standard business hours with flexibility for virtual events, evening family engagement, and elementary/middle school activities.
- Regular coordination with the District Superintendent, Principal - Online High School, Principal - In-person, and all district-level staff.
- Travel occasionally for professional development and statewide educational meetings.
- Extended computer use requiring frequent sitting, talking, hearing, and use of hands for digital platform management and virtual instruction oversight.
- Generally low-risk physical environment in a fast-paced educational setting; occasionally requires lifting up to 25 pounds.

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.

TERMS OF EMPLOYMENT

- **Agreement:** 12-month, year-round (235 days)
- **Schedule:** 8 hours per day with flexibility for virtual programming and family engagement needs
- **Position Type:** Fully remote with occasional on-site requirements for district meetings and events.
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend weekly 1:1s with the District Superintendent, weekly 1:1s with the Principal - Online High School, weekly 1:1s with the Principal - In-person, District Cabinet meetings, K-8 staff meetings, and collaboration sessions with district-level staff.
- **Delegation Structure:** Must establish clear online program delegation protocols during absences.
- **Salary Range:** \$73,600 - \$105,800 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 hiring@crosslakekids.org.

Board Approved:

environmentally  literate learners