

JOB DESCRIPTION

JOB TITLE

District Teaching and Learning Coordinator

(District Assessment & Curriculum Coordinator / READ District Literacy Lead)

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Supervises: Testing proctors coordination

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

District-wide position supporting both Online Learning Program and Seat-Based Program

JOB SUMMARY/PURPOSE

The Teaching and Learning Coordinator serves as the district's educational coordination expert for assessment, curriculum, and literacy initiatives across both our seat-based PreK-8 and online K-12 programs. This position ensures compliance with Minnesota's READ Act requirements while facilitating data-driven instructional improvement and collaborating with the Executive Director, Directors, and all district-level staff to support up to 700 students in achieving academic excellence through evidence-based practices.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

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

For Students:

- Facilitating relevant, engaging learning opportunities aligned with student interests through evidence-based curriculum and assessment practices
- Supporting students to feel appreciated, understood, cared for, and included through equitable assessment accommodations and literacy support across both programs

For Staff & Community:

- Contributing to professional growth and development through comprehensive literacy training and assessment professional development coordination
- Supporting the overall operations and systems of the school through coordinated assessment calendars and curriculum alignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

District Literacy Coordination

- Coordinate district's implementation of the READ Act by collaborating with administrators and instructional staff to ensure compliance and effectiveness
- Collaborate in the development of personal learning plans for students unable to demonstrate grade-level proficiency
- Coordinate training for paraprofessionals, support staff, and other staff as needed to support classroom literacy instruction
- Facilitate professional development in Structured Literacy, evidence-based practices, intervention, dyslexia, and screening
- Coordinate implementation of structured literacy, interventions, curriculum delivery, teacher training and ELA Standards, through both horizontal and vertical alignment, across both seat-based and online programs in grades PreK through grade 12
- Collaborate with school-based literacy coaches and reading interventionists
- Participate and collaborate with the RLN District Literacy Lead Community of Practice (CoP) and the Minnesota Service Cooperatives (MSC)

- Coordinate the development, implementation, evaluation, and submission of the annual Local Literacy Plan
- Coordinate parent/family notification for students not reading at or above grade level including all required information from the Minnesota READ Act
- Collaborate with peers in reflecting on personal learning and how that learning supports student achievement and growth

Assessment Coordination

- Coordinate comprehensive assessment calendar for both programs in collaboration with Directors
- Facilitate state-required assessment administration (MCA, ACCESS, etc.) and coordinate with District Student Data and Enrollment Coordinator for MARSS compliance
- Coordinate assessment data analysis across programs to inform instruction and identify intervention needs; ensure the Multi-Tiered Systems of Support has appropriate data
- Facilitate professional development on assessment best practices and data interpretation
- Collaborate with District Technology Coordinator to implement assessment technology systems
- Coordinate profiles and licenses for universal screening needs for staff and students
- Facilitate the implementation of eduCLIMBER

Curriculum Coordination

- Facilitate curriculum development and alignment with Minnesota Academic Standards in partnership with Directors
- Coordinate the development of an aligned district-wide system of interventions and enrichments
- Facilitate curriculum mapping and pacing guide development for both delivery models
- Coordinate the development of appropriate scope and sequence for learning activities consistent with the goals of the charter school and MN Academic and Graduation standards
- Facilitate cross-program curriculum committees and collaborative planning sessions
- Coordinate the guidelines and policies for developing and implementing Early Childhood-Grade 12 curriculum

- Coordinate and facilitate the publication of the annual Career and Civic Readiness Report (formally WBWF)
- Collaborate in writing policies and procedures that pertain to curriculum and instruction
- Coordinate with staff on issues of curriculum and instruction
- Facilitate curriculum effectiveness monitoring and coordinate data-driven recommendations to the Directors and Executive Director
- Coordinate with District IT Manager and Directors to evaluate digital instructional materials

Professional Collaboration & Leadership

- Participate in weekly District Cabinet meetings led by Executive Director and contribute to district-wide strategic planning
- Coordinate with HR/Business Manager on staff development planning and professional development funding
- Collaborate with Directors and HR/Business Manager in teacher evaluation processes related to curriculum and assessment
- Coordinate with Administrative Assistants for meeting coordination and board reporting support
- Represent the school at state and regional education meetings as directed by Executive Director

Cross-Program and District Collaboration

- Participate in weekly coordination meetings with Director of Seat-Based Learning and Director of Online Learning
- Facilitate assessment and curriculum alignment between seat-based and online programs
- Coordinate professional development initiatives that serve both programs
- Collaborate on data analysis and intervention strategies across both delivery models
- Coordinate with District Student Data and Enrollment Coordinator on assessment data collection and reporting
- Collaborate with Administrative Assistants on communication and documentation of curriculum and assessment initiatives

- Coordinate with District Technology Coordinator on educational technology integration and assessment platform implementation

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Facilitating equitable assessment practices and culturally responsive curriculum that honors all students' backgrounds and learning needs

Excellence: Maintaining the highest standards of data accuracy, literacy instruction, and evidence-based educational practices through coordination and collaboration

Learning: Staying current with educational research, READ Act requirements, and best practices while modeling continuous professional growth

Integrity: Handling sensitive student data responsibly and facilitating honest, transparent assessment and curriculum recommendations

Community: Building collaborative relationships across all district staff and representing the school professionally in state and regional forums

REQUIRED QUALIFICATIONS

Education

- Master's degree in Education, Curriculum & Instruction, Educational Leadership, or related field
- Current Minnesota teaching license
- Licensed by the Professional Educator Licensing and Standards Board (PELSB)

READ Act Requirements

- Completed MDE approved professional development on Structured Literacy
- Demonstrated expertise in working with educators as adult learners

Experience

- Minimum 5 years of successful teaching experience
- Experience in educational coordination, coaching, or collaborative leadership roles

- Knowledge of both traditional and online learning environments preferred

Knowledge/Skills

- Comprehensive understanding of Minnesota Academic Standards and assessment design principles
- Proficiency with assessment platforms and curriculum mapping software
- Strong analytical skills for interpreting educational data
- Excellent written and verbal communication skills with ability to facilitate professional learning
- Collaborative coordination style with ability to build consensus across multiple departments

Personal Attributes

- Commitment to environmental education and community impact
- Excellent communication and relationship-building skills
- Experience working effectively within a multi-level organizational structure

PREFERRED QUALIFICATIONS

- Certified Facilitator of LETRS, OL&LA, or CAREIALL
- Working knowledge of all current Minnesota Academic Standards and Graduation requirements
- Understanding and Application of the MnMTSS Framework
- Experience with charter school operations and compliance requirements

WORKING CONDITIONS

- Hybrid position with regular coordination visits to both seat-based classrooms and virtual online program observations
- Regular coordination with all Directors, District Student Data and Enrollment Coordinator, District Technology Coordinator, HR/Business Manager, and Administrative Assistants
- Travel to professional development sessions and state meetings for coordination purposes
- Occasional evening and weekend responsibilities for events and meetings

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. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position (185 school calendar days + 120 summer hours)

Schedule: 8 hours per day; general business hours are 7:30 a.m. to 4:00 p.m. with flexibility as needed

Position Type: Hybrid work environment supporting both on-site and online programs

Technology Requirements: Must maintain and regularly update Google Calendar as the school uses Google Workspace

Meeting Requirements: Must attend weekly District Cabinet meetings, coordinate with Administrative Assistants for scheduling, and participate in weekly coordination meetings with Directors

Coverage Requirements: Must establish clear communication protocols during any planned absences

Salary Range: \$_____ 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 Date: _____