



## **JOB DESCRIPTION**

### **JOB TITLE**

Principal - Online High School

### **FTE/HOUR ALLOTMENT**

1.0 FTE

### **REPORTING STRUCTURE**

**Reports to:** Superintendent

**Supervises:** 9-12 Online Teachers, 9-12 Online Support Staff, and 9-12 Special Education Staff

**Collaborates with:** Principal - K-8 Online 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**

Crosslake Community School Online High School

## **JOB SUMMARY/PURPOSE**

The Principal - Online High School serves as the primary administrator for Crosslake Community Schools' 9-12 Online Program, leading educational excellence for high school students through innovative virtual learning experiences. This position holds sole responsibility for the strategic leadership, operational oversight, and staff supervision of the high school division. The Principal collaborates closely with the District Superintendent, the Principal - K-8 Online School, and the Principal - In-person to ensure cohesive district-wide implementation of our mission, promote environmental literacy and community engagement, and drive graduation success and post-secondary readiness.

## **STRATEGIC ALIGNMENT & EXPERIENCE IMPACT**

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

### **For Students:**

- Providing relevant, engaging learning opportunities aligned with student interests through flexible online scheduling, personalized learning pathways, and focused graduation progress monitoring.
- Ensuring students feel appreciated, understood, cared for, and included through intentional virtual community building, individualized attention, and post-secondary preparation.

### **For Staff & Community:**

- Cultivating a collaborative, supportive work environment rooted in psychological safety and a deep sense of belonging through virtual team building and professional learning communities.
- Directing effective communication with families and community members through accessible online platforms to foster strong partnerships in secondary education.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Online Program Leadership and Vision**

- Develop and implement a comprehensive vision for the 9-12 Online High School aligned with the district mission and Strategic Roadmap.

- Create program-specific goals for academic achievement, student engagement, and virtual community building.
- Lead curriculum development and implementation ensuring Minnesota standards compliance and environmental education integration.
- Monitor online high school student achievement, credit attainment, and graduation progress, implementing improvement strategies based on data analysis.
- Collaborate with the District Superintendent, Principal - K-8 Online School, and Principal - In-person on district-wide strategic initiatives and resource allocation.

### **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**

- Oversee all aspects of 9-12 online school operations, including scheduling, enrollment management, and virtual classroom coordination.
- Ensure a cohesive 9-12 learning environment providing flexibility in scheduling and format as specified in the Strategic Roadmap.
- Develop and maintain 9-12 online school handbooks, policies, and virtual learning procedures.
- Coordinate with the Student Data and Enrollment Coordinator on 9-12 enrollment processes and data management.
- Work with the District IT Manager and Technology Coordinator to optimize online learning platforms and technology for high school students.

### **Online Staff Leadership and Development**

- Supervise and evaluate 9-12 online teaching staff, ensuring consistent support and accountability.
- Lead virtual staff meetings and online professional development initiatives.

- Foster a collaborative culture rooted in psychological safety and a sense of belonging among geographically dispersed 9-12 online staff.
- Coordinate with the HR/Business Manager on 9-12 staff recruitment, evaluation, and professional development.
- Collaborate with the Special Education Manager to ensure appropriate online services for 9-12 students with disabilities.
- Maintain 9-12 staff PTO information in tracking spreadsheets and databases.
- Input substitute teacher information into calendar management systems for the high school division.
- Recruit, schedule, and coordinate substitute teachers and paraprofessionals for absent 9-12 staff.
- Track paid time off (PTO) for 9-12 staff requiring substitute coverage in coordination with the HR/Business Manager.

### **Student Support and Virtual Community Building**

- Oversee the development of 9-12 student support systems and virtual engagement opportunities.
- Oversee Multi-Tiered Systems of Support (MTSS) processes specific to the secondary online learning environment.
- Create distinctive online school identity and traditions for 9-12 students, including major events like prom and graduation ceremonies.
- Implement strategies to promote student connection and engagement in virtual settings.
- Coordinate virtual extracurricular activities and community-building events.

### **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**

- Collaborate with district staff to implement the Environmental Learning Plan in 9-12 virtual settings.
- Develop innovative approaches to secondary environmental education through online platforms and virtual field experiences.

- Create opportunities for 9-12 online students to engage in community impact projects across Minnesota.
- Coordinate virtual environmental education connections and citizen science projects.
- 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**

- Partner with the District IT Manager on the selection and implementation of 9-12 online learning platforms and digital tools.
- Ensure online learning environments are secure, accessible, and user-friendly for high school students and families.
- Develop and implement online safety protocols and digital citizenship programs.
- Coordinate with the Technology Coordinator on technical support for 9-12 online students and families.
- Lead the development of AI usage policies and guidelines for secondary educational applications.

## **Family and Community Engagement**

- Build strong relationships with 9-12 online families through virtual meetings, communications, and support systems.
- Create opportunities for meaningful engagement between high school students and families across the state.
- Establish partnerships with statewide educational and environmental organizations.
- Represent the 9-12 Online School in statewide networks and educational forums.
- Collaborate with Administrative Assistants on communication and engagement strategies.

## **District Collaboration and Communication**

- Participate in weekly 1:1 meetings with the District Superintendent and weekly District Cabinet meetings.
- Conduct regular meetings with the Principal - K-8 Online and Principal - In-person for cross-program coordination and collaboration.
- Coordinate with the Teaching and Learning Coordinator on secondary online assessment delivery and curriculum alignment.
- Work with all district-level staff to ensure 9-12 program integration and resource sharing.

## **CORE VALUES DEMONSTRATED IN THIS ROLE**

This position demonstrates our core values through:

**Respect:** Creating inclusive virtual environments rooted in psychological safety and belonging, honoring the diverse backgrounds and learning needs of online high school students.

**Excellence:** Maintaining high standards of secondary online education quality, student engagement, graduation readiness, and virtual learning innovation.

**Learning:** Staying current with online secondary education best practices and modeling continuous growth in digital leadership for staff and students.

**Integrity:** Ensuring transparent communication with online families and maintaining ethical virtual learning practices, particularly regarding academic integrity and post-secondary planning.

**Community:** Building meaningful connections among online high school students, families, and staff across Minnesota to foster a strong, unified secondary school culture.

## **REQUIRED QUALIFICATIONS**

### **Education and Licensing**

- Master's degree required.
- Minnesota Administrative Licensure (K-12 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 secondary virtual curriculum development and implementation.
- Experience with learning management systems and online instructional platforms.
- Background in innovative online instructional approaches tailored to high school learners.

### **Knowledge and Skills**

- Comprehensive understanding of online and digital learning best practices.
- Knowledge of Minnesota academic standards and high school graduation requirements.
- Understanding of charter school operations and compliance requirements.
- Advanced proficiency with learning management systems and online collaboration tools.
- Excellence in virtual communication and remote team management.

## **Leadership Attributes**

- Visionary leadership with a focus on innovation in digital learning.
- Strong interpersonal skills with the ability to build relationships and psychological safety in virtual environments.
- Collaborative mindset with a commitment to district-wide success and cross-program cooperation.
- Adaptability in responding to evolving educational technology while maintaining professional conduct.
- 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 adolescents.
- Knowledge of accessibility requirements for digital learning environments.
- Experience working in a charter school or innovative educational setting.

## **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 high school activities.
- Regular coordination with the District Superintendent, Principal - K-8 Online 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. 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, year-round (240 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 an updated Google Calendar and proficiency with online learning platforms.

**Meeting Requirements:** Must attend weekly 1:1s with the District Superintendent, weekly 1:1s with the Principal - K-8 Online School, weekly 1:1s with the Principal - In-person, District Cabinet meetings, and collaboration sessions with district-level staff.

**Delegation Structure:** Must establish clear online program delegation protocols during absences

**Salary Range:** \$77,600 - \$111,550 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](mailto: hiring@crosslakekids.org).

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**Board Approved:**