



## **JOB DESCRIPTION**

### **JOB TITLE**

In-Person MnMTSS Lead

### **FTE/HOUR ALLOTMENT**

0.5 FTE

### **REPORTING STRUCTURE**

Reports to: In-Person Principal

Supervises: N/A

### **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 In-Person Program

## **JOB SUMMARY/PURPOSE**

The MnMTSS Lead Teacher serves as a strategic leader responsible for the implementation and oversight of the Minnesota Multi-Tiered System of Supports. This role ensures that CCS in-person provides a positive social, emotional, behavioral development, and academic outcomes for every student as outlined in the MnMTSS framework. The MN MTSS Lead Teacher assists teachers in improving Tier 1 instruction while managing specialized interventions for Tiers 2 and 3.

## **STRATEGIC ALIGNMENT & EXPERIENCE IMPACT**

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

- **For Students:**
  - Providing engaging, standards-aligned instruction that meets the needs of diverse learners and promotes academic growth
  - Creating a supportive, respectful learning environment where students feel valued and motivated to succeed
- **For Staff & Community:**
  - Collaborating with colleagues to align curriculum, share best practices, and support cross-curricular integration
  - Maintaining open, consistent communication with families and contributing to a positive, mission-driven school culture

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties and Responsibilities

**Infrastructure that supports continuous improvement:**

- Partner with the District Teaching and Learning Coordinator and instructional coach to support teachers in implementing culturally responsive, high-leverage instructional practices within the core curriculum.
- Train and mentor staff on delivering evidence-based interventions for literacy, math, and social-emotional learning.

**Family and Community Engagement:**

- Family Partnership: Translate complex data into accessible information for families, providing them with actionable strategies for home support.
- Family Communication: Prepare and send notifications to families of students' screening results for those identified as not meeting grade-level benchmarks after the fall, winter, and spring screeners are completed.

### **Multilayered Practices and Supports**

- Team Facilitation: Schedule and chair in-person MnMTSS team meetings, ensuring clear action steps and documentation.
- Fidelity Oversight: Conduct regular "fidelity checks" using state-approved rubrics to ensure interventions are delivered with consistency and accuracy.
- Compliance: Ensure all MTSS processes align with Minnesota Department of Education (MDE) standards and district continuous improvement goals.

### **Assessment:**

- Fidelity Oversight: Collaboratively review annually the overall health of the systems that support teachers and students
- Comprehensive Assessment Plan: Partner with the District Teaching and Learning Coordinator on the comprehensive assessment plan to inform instructional decisions regarding what, how, and when to teach

### **Data-Based Decision Making**

- Progress Monitoring: Support teachers to analyze the rate of improvement for students in supplemental interventions to determine the need for plan intensification or fading.

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

This position demonstrates our core values through:

- **Respect:** Building trusting relationships with students, families, and colleagues by honoring diverse perspectives and creating a safe, inclusive learning environment.
- **Excellence:** Delivering high-quality, data-informed instruction that challenges students to reach their full academic potential.
- **Learning:** Continuously seeking professional growth and applying new strategies to meet the evolving needs of learners.
- **Integrity:** Upholding high ethical standards by maintaining confidentiality, following school policies, following through on commitments, and modeling professionalism.
- **Community:** Actively collaborating with staff, students, and families to support a shared mission and foster a connected, supportive school culture.

## REQUIRED QUALIFICATIONS

- **Education:**
  - Bachelor's degree in education or related field required
  - Valid Minnesota Teaching License
- **Experience:**
  - Minimum of 1 year of experience teaching, advising, or working with youth in an educational or advocacy setting
- **Knowledge/Skills:**
  - Strong understanding of Minnesota academic standards
  - Effective instructional planning
  - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively
- **Technology Proficiency:**
  - Demonstrated fluency with educational technology tools, including Google Workspace (Docs, Meet, Drive, Calendar),
  - Ability to integrate technology creatively and effectively into instruction and school operations, with a growth mindset toward emerging tools and practices, including AI, is preferred.
- **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 with families and staff
  - Must be responsive, approachable, and committed to fostering strong connections in a healthy learning environment.
  - Professionalism, adaptability, and a student-centered mindset

## PREFERRED QUALIFICATIONS

- Knowledge of and training in the MnMTSS Framework
- Experience with Educlimber
- MN READ Act structured literacy training completed (LETRS, CAREIALL, OL&LA, Neuhaus, STRIVE)
- Experience with screening tools such as Fast Bridge, STAR, Capti Read Basics, and EasyCBM
- Experience delivering targeted interventions to students with diverse needs

## WORKING CONDITIONS

- In-person work environment with a typical 4-8-hour workday from 7:30-3:30 or 7:45-3:45.
- Some before or after school meetings will be expected

- Annual schedule includes 175 workdays (prorated based on start date), including school and professional development days
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching
- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for additional professional development or training
- Requires strong organization, independent time management, and the ability to collaborate with staff and leadership

## 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:** 175 days School Calendar Days 165 teaching, 10 Professional Development
  - **Schedule:** 4-8 hours per day; general business hours are 7:45 am to 3:45 pm or 7:30 am to 3:30 pm with flexibility as needed
  - **Position Type:** In Person - at the school building
  - **Technology Requirements:** Must maintain and regularly update Google Calendar, utilize documents and other processes, as the school uses Google Workspace
  - **Meeting Requirements:** Must attend all required weekly meetings, including department, MTSS, and full staff meetings
  - **Salary Range:** At 1.0 FTE -BA, Step 0 (Tier 1) at \$29,650/year to DOC, Step 0 (Tier 4) at \$56,075/year. Placement will vary depending on education and experience. View the salary grid for teachers and learning coaches, accessible via our Employment page. [Crosslake Community School](#)
  - **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 Approval Date: \_\_\_\_\_