



35808 County Road 66  
P.O. Box 1020  
Crosslake, Minnesota 56442  
218-692-5437

## **Crosslake Community Schools Job Description**

**Position:** District Engagement Coordinator – Seat Based

**Location:** Crosslake Community School

**FTE/ Hour Allotment:** 0.5 FTE

**Immediate Supervisor:** Executive Director

### **Position Summary:**

The Seat-Based District Engagement Coordinator drives innovative approaches to in-person student engagement while maintaining district-wide cohesion. This forward-thinking position champions seat-based program evolution while actively supporting unified district culture and next-generation cross-platform collaboration.

### **Core Values to Embody and Promote**

1. Respect
2. Excellence
3. Learning
4. Integrity
5. Community

### **Core Responsibilities**

#### **Program and District Leadership**

- Work directly with seat-based School Director on program-specific needs
- Work directly with .5 Online District Engagement Coordinator on district-wide specific needs
- Ensure Executive Director awareness of all school-level and district-wide initiatives
- Advocate for seat-based program needs within unified district framework
- Support Executive Director in community relations and press preparation
- Attend LAKE Foundation, Chamber, and city meetings with Executive Director
- Pioneer innovative approaches to program development
- Identify emerging trends in education and community engagement
- Design future-ready engagement strategies

#### **Engagement and Culture**

- Drive seat-based student engagement while supporting cross-platform initiatives
- Foster staff unity across both platforms
- Build family engagement strategies bridging in-person and virtual experiences
- Create community connections supporting entire district
- Monitor and enhance climate/culture at program and district levels
- Develop innovative student engagement approaches
- Create forward-thinking community partnership models
- Explore emerging technologies for hybrid engagement
- Design next-generation field trip and event experiences



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**Innovation and Future Planning**

- Research and implement emerging engagement technologies
- Develop scalable, future-ready program initiatives
- Lead innovation in cross-platform engagement strategies
- Design pilot programs for new engagement approaches
- Explore emerging trends in environmental education

**Collaborative Functions**

- Co-chair district marketing committee
- Coordinate with online coordinator on unified initiatives
- Support cross-platform field trips and events
- Contribute to district-wide digital communication strategy
- Work with environmental education staff

**Requirements:**

- Bachelor's degree or active pursuit of degree
- Current Minnesota Teaching License or actively pursuing licensure
- Strong collaborative leadership skills
- Demonstrated ability to work across departments
- Understanding of FERPA and HIPAA regulations
- Commitment to environmental education

**Expected Outcomes by April 2025**

- Joint completion of comprehensive district-wide SWOT analysis (or similar tool) specifically around staff, students, families, community and beyond engagement with marketing efforts.
- Development of innovative unified engagement and marketing framework based on SWOT findings (or similar tool)
- Forward-thinking staff unity initiatives bridging programs
- Next-generation approaches to unified district culture
- Innovative cross-platform collaboration strategies
- Cutting-edge district-wide community building
- Future-focused marketing strategies aligned with unified growth

\*Note: Both .5 FTE positions will collaborate on the SWOT analysis to ensure alignment with unified district vision and establish foundation for innovative strategic initiatives.

**Frequency Chart:**

Required to:	Never 0% of time	Occasionally 1- 33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		



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Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1- 33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

**Salary Range:**

Coordinator level – starting at \$20,000-\$25,000 for 0.5 FTE

**Benefits Package:**

Benefits package will be available at interview for review.

**Work Schedule and Agreement:**

- Agreement Days: 185 days (175 school calendar days plus 10 additional days to be split between July, August and June.
- Hours during the day should include, but are not limited to being available during typical school day time per day: 8; general business hours are 7:30 a.m. to 3:30 p.m.
- School Days and Teacher Professional Development Days plus scheduled days in collaboration with Executive Director

\*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.\*



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**Board Approved:**