

TCGIS Job Description

Job Title: Special Educational Assistant - Extended School Year (ESY)

Reports to: Special Education Coordinator

Collaborates with: Special Education Teacher (ESY)

Schedule: July 2024, duty days TBD

Classification: Hourly

Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving around 600 students from Kindergarten to 8th grade. TCGIS is dedicated to its mission of “Innovative education of the whole child through German immersion”. The school remains the largest German language school in North America and has consistently been among Minnesota’s most academically successful schools.

Position Summary:

An Educational Assistant is responsible to collaborate with TCGIS teachers to provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. This person is responsible for organizing and implementing instructional programs that will result in students achieving academic success in accordance with Twin Cities German Immersion School policies.

Job Duties:

Classroom Support

- Supervise students in classrooms and school common areas including halls, cafeteria, and outdoor spaces to ensure safety and monitor behavior.
- Deliver instructional material under the direction of the Special Education Teacher to students individually or in small group settings, and reinforce learning concepts to help students master instructional material.
- Organize and supervise activities to promote academic, physical, and social development in students.
- Foster positive self-image in students by actively listening and offering accurate, appropriate, and encouraging feedback.
- Implement accommodations listed on Individual Education Plans (IEPs) for students with disabilities as directed by the Special Education Teacher.
- Assist students with disabilities with utilizing assistive devices and supportive technology; assist as needed in self-help skills such as feeding, toileting and dressing.

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- Provide general assistance such as distributing materials to students, organizing classrooms, and creating classroom displays.
- Collect educationally relevant data on student progress and achievement as directed by the Special Education Teacher.
- Attend planning meetings, training, and professional development sessions as directed or required by school administration or the Special Education Coordinator.

School Culture:

- Work collaboratively, build strong professional relationships, listen to multiple views and support solution-oriented practices.
- Establish a structured, positive, and inspiring school culture.
- Create a culture of equity that values diversity and inclusion.

Required Qualifications:

- Commitment to TCGIS's mission, vision, values & strategic goals.
- Dedicated, flexible and supportive of charter school concepts.
- Must be a passionate, dedicated, and resourceful teacher
- Working knowledge of Minnesota Learning Standards
- Must meet criteria for "highly qualified paraprofessional" by meeting any of the following provisions:
 1. Two years of study at an institution of higher education
 2. A minimum of 60 semester credits or the number required to complete 2 years of full time enrollment by the institution attended
 3. Obtainment of an Associate's Degree (or higher)
 4. Successful completion of ParaPro test with score of 460 or higher
- Eligible to work in the United States

Preferred Qualifications:

- Experience in developing and implementing social-emotional learning.
- German Language Ability preferred.

Working Conditions:

- Physical Ability: Tasks may involve extended periods of time at a keyboard or workstation.
- Sensory Requirements: Some tasks require visual perception and discrimination.
- Some tasks require oral communications ability.

Working Hours:

Regular hours for full-time employees are 8:00am - 12:00pm Monday through Thursday.

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Salary/Benefits:

Salary will be commensurate with experience per the Collective Bargaining Agreement.

How to Apply:

Interested external candidates should submit the following: Cover letter, resume, three references

Internal candidates should submit a letter of interest.

Send all materials electronically to: employment@tcgis.org

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