

Twin Cities German Immersion School Job Description

Job Title: Director of Special Education

Reports to: Executive Director

Collaborates with: Administrative Team

Manages: Dean of Special Education and Special Education Teachers

Schedule: 1.0 FTE, 12 months (duty days TBD)

Classification: Salary/Exempt

The Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 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.

Job Description:

TCGIS is seeking a strong leader with excellent organizational and communication skills who can foster positive relationships with staff, students, and families. As part of the school’s Leadership Team, the Director of Special Education is responsible for the oversight of the day-to-day functions of the special education program.

Responsibilities:

Leadership:

- Contribute to short and long-term organizational planning and strategy of the school
- Collaborate with the School Leadership Team on implementing a school-wide behavior management system based on PBIS practices.
- Participate in recognition events and other school-wide culture-building activities.

Special Education Program

- Assure the implementation of State and Federal laws, statutes, rules and regulations pertaining to special education
 - Responds to issues related to parent(s) concerns/disagreement with special education identification, services or programming.
 - Problem solves with the Dean of Special Education, staff, administrators, and Executive Director on complex student issues.
 - Directs the implementation of procedures necessary for identifying students with disabilities.
 - Directs the implementation of educational programs for students with disabilities assuring that each student is provided a free and appropriate public education in the least restrictive environment.

- Provides leadership for the Minnesota Department of Education (MDE) Monitoring and compliance process.
- Provides leadership for the MDE Fiscal Monitoring process.
- Identifies and facilitates needed professional development for personnel within special education.
- Attends MDE Director’s Forums, Legal Conferences, Regional Directors meetings, Due Process workshops and various other trainings to remain current on State and Federal laws, statutes, rules, and regulations.
- Provides support and guidance to the Dean of Special Education and Special Education Coordinators to strengthen their leadership roles in providing guidance and support to staff, administrators, and parents.
- Plans and implements systems for evaluation of special education programs.
- Maintains and completes summary data and reports as needed according to State and Federal requirements.
- Provides leadership through the investigation of and response to MDE complaints.
- Provides leadership through due process hearing procedures.
- Ensures State mandated testing procedures are followed pertaining to testing students with disabilities.
- Ensure compliance with due process laws, practices, and procedures through assistance to staff, parents, and others as required.
- Participate in recruitment, selection, evaluation, and retention of special education employees.
- Lead special education staff training at the start of the school year and on professional development days.
- Prepare requests for additional staffing, new, improved or expanded special education programs in accordance with ensuring students with disabilities are provided a free appropriate public education in the least restrictive environment
 - Conducts on-going workload analysis of caseloads.
 - Reviews schedules of certified and non-certified special education personnel.
 - Cross references needs based on student’s Individual Education Plans.
 - Directs procedures to ensure accurate December 1st Child Count numbers.
 - Analyzes data pertaining to out of district student placements

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

Other

- duties as assigned.

Required Qualifications:

- Commitment to TCGIS's mission, vision, values & strategic goals.
- Master's Degree (or equivalent) in Special Education, Special Education Administration or related field. Special Education Director license required.
- Minimum of three years of experience as a special education supervisor.
- High level of understanding of Individuals with Disabilities Act and other state and federal requirements for students with disabilities required.
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluation).
- Excellent oral, written, and interpersonal communication skills.
- Excellent technological skills.
- Experience in creating and maintaining relationships with third parties.

Preferred Qualifications:

- Proficiency in German language and culture.
- Experience working with staff from different countries.
- Experience supervising teachers.

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.
- Occasionally may be required to lift and carry up to 40 lbs.
- Occasionally may be required to team lift up to 100 lbs.
- Must be willing and able to work in the following environments: indoor, outdoor (all seasons) loud, hectic
- Ability to work a flexible schedule including work as directed outside of the school calendar.

Salary/Benefits:

Salary will commensurate with experience. As a full time position, the Director of Special Education is eligible for employer-sponsored benefits including health, dental, life, and disability insurance; paid time off (22 days per year) and paid holidays (12 per year); and automatic enrollment to Teacher Retirement Association.

Start Date: Open Until Filled

How to Apply:

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

Send all materials electronically to: employment@tcgis.org

Position open until filled.

Twin Cities German Immersion School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status. ADA requires TCGIS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.