

## **Twin Cities German Immersion School Job Description**

**Job Title:** Educational Assistant

**Reports to:** Assistant Director of Special Education

**Collaborates with:** Teachers & Staff

**Schedule:** 9 months, 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 Special Education 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:**

#### **Student Interaction**

- Supervise students in classrooms and school common areas including halls, cafeteria, and outdoor spaces to ensure safety and monitor behavior.
- Supervise students during lunch, outdoor/indoor recess, field trips, and school drop off/pick up times as assigned.
- Deliver instructional material under the direction of teachers to students individually or in small group settings; reinforce learning concepts and 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 Individual Education Plans with students as directed by special education teachers and/or the Director of Student Support Services.

- Implement therapeutic regimens for students receiving special education services under the supervision of special education teachers and/or the Director of Student Support Services.
- Help students with disabilities with utilize assistive devices and supportive technology; assist as needed in self-help skills (such as feeding and dressing), and access to facilities such as restrooms (including assistance with toileting/diapering as needed).
- Work on one to one basis with students whose Individual Education Plans indicate such necessity, or as requested by teachers or Special Education Coordinator.

### **Classroom Support**

- Provide clerical support to teachers and school administrators; tasks may include typing, filing, duplicating materials, and laminating materials.
- Maintain student records as directed by teachers including attendance, grades, health, disciplinary action, etc.
- Provide general classroom assistance such as distributing materials to students, organizing classrooms, and creating classroom displays.
- Assist as requested in lesson planning and material preparation.

### **Communication**

- Engage in on-going dialogue with teachers to successfully coordinate instructional efforts.
- Suggest student activities or approaches that may be appropriate for students based on personal observations.
- Participate in parent-teacher conferences as requested.

### **Professional Development**

- Attend staff meetings, training, and professional development opportunities as required by school administration and/or Special Education Assistant Director.

### **School Culture:**

- Works collaboratively, build strong professional relationships, listen to multiple views and support solution-oriented practices.
- Establishes a structured, positive, and inspiring school culture.
- Creates 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 EAs are 8:00am - 3:30pm Monday through Friday minus a 30 minute lunch. EAs have one full week off for a fall break, two full weeks off for a winter break, and one full week off for a spring break, along with other federally-recognized holidays according to the Collective Bargaining Agreement.

**How to Apply:**

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

Send all materials electronically to: [employment@tcgis.org](mailto:employment@tcgis.org)

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