

Twin Cities German Immersion School Job Description

Job Title: Executive Director

Reports to: Board of Directors

Manages: Administrative Leadership Team

Schedule: 1.0 FTE, 12 months

Classification: Salary/Exempt

Twin Cities German Immersion School (TCGIS) is an innovative, tuition-free K-8 charter immersion school in St. Paul, MN. Its signature strengths are an excellent teaching and continuous learning environment, highly engaged students, international staff, strong community engagement, and small class sizes. Our mission: Innovative education of the whole child through German immersion. Our vision: Andere hören, andere sehen, weltoffen denken und handeln (Hear others, see others, think and act openly).

The school remains the largest German language school in North America and has consistently been among Minnesota's most academically successful schools.

Job Description:

The Executive Director will provide focused leadership and a vision for overall academic excellence, and cultivate a positive and productive community supporting the Twin Cities German Immersion School. Managing continuing operational and educational improvement, maintaining financial and legal soundness, marketing the school, and networking with the greater German community in the USA and abroad are primary functions of the job. Valuing diverse perspectives and modeling a continuous learning mindset are critical to thriving at TCGIS.

The ideal candidate will be a proven leader with a bias toward action and innovation in an elementary and secondary school setting. They will be skilled at collaborating with a diverse group of stakeholders, including faculty, staff, the Board of Directors, parents, and the broader community, to strengthen and sustain the school. Effective oversight, support, and development of school leadership and faculty are critical to success, as is the ability to lead the development of short- and long-term strategies for success. This role will require effectively leading and coaching teams, developing processes and procedures that promote stability and efficiency in organizational and school operations, and cultivating a positive working and learning environment. The candidate should be an active public charter school advocate, modelling advocacy to obtain equitable public resources.

Embracing the mission of “innovative education of the whole child through German immersion” requires a leader who prioritizes identifying instruction and curriculum objectives and communicating those priorities to all faculty and staff, students, and their families. Success in

this position is an executive director who strives to remove barriers and strategically provide resources to the development of innovative curriculum that meets or exceeds MN State Standards and the school's German language immersion mandate.

The ideal candidate will have German fluency in professional and personal settings as well as knowledge of German culture and immersion education, placing a priority on modeling behaviors of a caring, informed global citizen.

Experience addressing racial equity, gender equity, economic equity in an institutional setting, and building a culture of belonging and respect for diverse perspectives and experiences are strongly desired.

The Executive Director must be exceptionally skilled at building community and consensus, particularly through soliciting and responding to feedback. The ability to place feedback in appropriate relation to other critical elements (e.g., legal and financial considerations, student health and welfare, personal and data privacy boundaries) and then communicating decisive action is foundational to success in this position.

Responsibilities:

Organizational Leadership

- Seek, select, hire, develop, and motivate high quality employees for all positions.
- Develop and execute strategic initiatives to strengthen and sustain the school over time.
- Provide constructive, timely, and actionable feedback to staff for professional and school culture development.
- Delegate responsibilities to direct reports, conduct annual performance reviews, and mentor staff to create and implement professional development plans.
- Implement strategic plan and school board policies and provide clear direction for staff on policy questions or concerns.
- Lead administrative staff in implementing school initiatives on the following:
 - Student achievement, instructional leadership, curriculum, and assessment
 - Socio-emotional learning, student life, and discipline
 - Special education
 - Community engagement, athletics, and after-school programming
 - Recommendations to the board for policy changes or new policies.
 - Communications, marketing, and intern programming
 - Volunteer engagement
 - Facilities management

Financial Management

- Work with the Board to develop and manage the fiscal budget, with support from contracted accountants.
- Effectively manage non-profit charter school's budget with a focus on strategic goals, professional development and identifying additional revenue streams (i.e. grants, fundraising, school programs)
- Complete and file financial and authorization reports on a timely basis.

Governance

- Create and maintain school procedures with stakeholder consideration for efficient and effective school operations.
- Collaborate with the Board in establishing, reviewing, and modifying governing policies.
- Develop and generate information and reports for use by the Board of Directors to oversee the financial conditions, operations, and other key performance indicators.
- Provide data to the Board of Directors regarding student achievement, instructional leadership, curriculum, and assessment.
- Comply with all federal, state, and city laws and regulations.

Board Relationships

- Work collaboratively with the Board on strategy implementation, marketing and fundraising, and communications and outreach.
- Serve on the Board of Directors in an ex officio capacity.

Parent and Community Relationships

- Continuously cultivate positive community relationships.
- Provide proactive communication with the school community to build trust through transparency and information sharing.

Qualifications:

- A minimum of a Master's degree or equivalent.
- A minimum of 5 years leadership experience.
- Fluency in the German language and knowledge of German culture strongly preferred.
- Experience as a school director or executive administrative experience preferred.
- Strong commitment to and experience in racial equity, gender equity, economic equity, building a culture of belonging and respect for diverse perspectives and experiences
- Passion for and leadership in curriculum development and best practices
- Skilled mentor for teachers and administrators

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 Offered:

Regionally Competitive for MN Public Charter Schools (\$100,000-125,000)

Benefits:

As a full time position, the Executive Director 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 Public Employee Retirement Association or Teacher Retirement Association.

Search Calendar:

Screening begins on January 27

Application deadline is March 31

Selected candidates taken to the Board on April 13

First Round Interviews on April 14, 15, 16

Final interviews on April 19, 20, 21

Position begins on July 1, 2021

How to Apply:

Apply through School Exec Connect website www.schoolexecconnect.com if you are interested in the position. Candidates will need to upload the completed and signed application plus any certification, a current resume, college transcripts and at least four letters of reference.

Individuals from typically underrepresented groups in education are especially encouraged to apply.

Consultants Assisting the Board

Dr. Kenneth Dragseth (952-210-2790), Dr. Antoinette Johns (612-309-1511)

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.