

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

**Job Title:** Special Education Evaluation Coordinator

**Reports to:** Director of Special Education

**Schedule:** 1.0 FTE, 10 months (duty days TBD)

**Classification:** Salary/Exempt

*The Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 590 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:**

The Special Education Evaluation Coordinator supports our Special Education team through completing special education evaluations, evaluation coordination, mentoring, supporting staff and administrative work. The Special Education Evaluation Coordinator provides organizational support to the Special Education team and collaborates with all staff on creating a German Immersion learning environment defined by the school’s mission, vision and strategic goals.

### **Responsibilities:**

#### Special Education Program:

- Complete special education evaluations
- Support special education evaluation coordination
- Provide administrative support to the special education program.
- Ensure compliance with due process laws, practices, and procedures through assistance to staff, parents, and others as required.
- Support special education teachers through mentorship and administrative support.
- Serve as additional Educational Assistant support through leadership, scheduling, and mentorship
- Communicate the vision and mission of TCGIS through communications, meetings, and interactions with parents and students.
- Support special education teacher’s understanding and implementation of the pedagogical concept.

#### Due Process:

- Monitor district-wide due process paperwork development for compliance with state and federal special education rules and regulations.

#### 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.
- Bachelor's Degree (or equivalent) in Special Education or related field.
- 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:**

- Master's Degree (or equivalent) in Special Education, Special Education Administration or related field.
- 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 Dean of Special Education is eligible for employer-sponsored benefits including health, dental, life, and disability insurance; paid time off (18 days per year) and paid holidays (12 per year); and automatic enrollment to Public Employee Retirement Association.

**Start Date:** August 1, 2021

#### **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)

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.