

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

**Job Title:** Special Education Teacher (grades K-8)

**Reports to:** Director of Special Education

**Collaborates with:** Special Education Team

**Schedule:** 9 months, duty days TBD

**Classification:** Salary/Exempt

*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.*

### **Position Summary:**

Under the direction of the Director of Special Education, the Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities; Evaluates and assesses student progress against instructional objectives; follows State mandated due process procedures and functions as IEP Manager to assigned students.

### **Job Duties:**

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
- Develops and implements annual Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Coordinates the delivery of special education services in each student's IEP.
- Creates a positive learning experience with emphasis in individualized instruction
- Serves as primary contact for the parent.
- Conducts special education evaluations and reevaluations.
- Provides direction, supervision and evaluation of educational assistants as directed.
- Complies with School Board policies and all state/federal rules and regulations.

- Completes all district and state reporting requirements.
- Participate in the building Student Support Team, School Wide Support Team, Paraprofessional meetings and staff meetings
- Communicate effectively with students, families, educators, and administrators regarding student interventions and progress.
- Create and maintain a professional working relationship with families and staff.
- Provide professional development training for faculty and staff as directed by administration
- Participate in school-wide social emotional curriculum development.
- Other duties as assigned.

**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.
- Bachelor's Degree in subject area.
- Valid Minnesota teaching license in applicable grade level and subject area (and/or a commitment to work with TCGIS and the State Board of Teaching to receive provisional licensure)
- Eligible to work in the United States (and/or commitment to work with TCGIS to receive work permit).
- Dedicated, flexible and supportive of charter school concept.
- Must be a passionate, dedicated, and resourceful teacher
- A minimum of one year teaching experience preferred
- Strong working knowledge of Minnesota Learning Standards

**Preferred Qualifications:**

- German language proficiency
- Master's Degree or higher in subject area.
- A minimum of three years of teaching experience

**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 7:30am - 3:30pm Monday through Friday. Teachers 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.

**Salary/Benefits:**

Salary will commensurate with experience. Teachers who regularly work 30 hours per week are eligible for insurance benefits including medical and dental insurance (premiums paid at 90% by employer), long-term life & disability insurance (premiums paid at 100% by employer).

**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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