



Located on the eastside of Saint Paul, Academia Cesar Chavez is a public charter school founded in 2000, serving students PreK through 8th Grade. Academia Cesar Chavez is a community-based, Dual-Language Bilingual school with a focus on honoring the lived experiences and cultural backgrounds of all students and their families through our core values of **Identity, Solidarity, Intellect, and Justice.**

## **SPED Educational Partner**

<b>Department:</b>	Academic - SPED
<b>Reports to:</b>	Special Education Coordinator
<b>Management Role:</b>	Non-Manager
<b>FLSA Status:</b>	Non-Exempt

## **Position Overview**

The Educational Partner supports an enriching learning environment that is in alignment with the academic vision of the school, honors the skills and assets students bring to the classroom, and is culturally-affirming for the families and community we serve. This position works collaboratively with the classroom teacher and their professional learning community, as well as other communities of practice, to ensure curriculum objectives are actively being met, and that the core values of Academia Cesar Chavez are promoted throughout the school day.

## **Responsibilities**

### Classroom Collaboration

- Support individualized instruction for students in accordance with their IEPs
- Encourage student prosocial development in all classroom interactions
  - Celebrate and promote positive interactions between students in the classroom
- Foster a learning environment conducive to collaboration and mutual respect for one another
- Reflect critically on the classroom experience, encouraging self-reflection in students as well
- Assume various responsibilities and take on assignments as needed

### Community of Practice

- Reflect on areas of growth for the Special Education department
- Collaborate with faculty and academic leadership to continuously build and grow the academic program
- Learn and utilize specialized approaches for supporting content delivery to students with IEPs
- Attend school-wide meetings and professional development sessions to stay up-to-date on the academic program, to continuously improve practice, and support progress towards the mission of the school
- Serve on school committees throughout the year

### Family Engagement

- Build rapport with families to stay in communication about their student's progress
  - Learn and stay attuned to the cultural dynamics and communication styles present, adapting as necessary
- Attend and support school-hosted community events
  - Reach out and engage with family members present

- Participate in extracurricular activities associated with the school

*Other duties as assigned*

## **Qualifications**

- Associates degree or higher, Bachelors preferred
  - Two years of college coursework may be considered in lieu of a completed Associates degree
- Fluent in Spanish preferred
- Experience working with culturally and linguistically diverse students preferred
- Excellent communication skills with students, families, and colleagues
- Able to build rapport with students and their families

## **Skills & Traits**

Candidates must:

- Demonstrate knowledge or willingness to learn innovative classroom practices
- Be driven to empower students from historically-underserved communities
- Work collaboratively with colleagues as part of a team
- Be dedicated to doing whatever it takes to support all students achieving academic success
- Learn how to value all kinds of skills that students bring to the classroom
- Demonstrate alignment with the educational philosophy and core beliefs of Academia Cesar Chavez

## **Schedule**

This is a 10-month position, from August to June. The typical work day is 7:15am to 3:15pm, Monday through Friday, with occasional extended times to accommodate for staff meetings, learning team meetings, and schoolwide events. This is a salary position, with payments spread out across 12 months. There is also an option to work over the summer for additional compensation.

## **Compensation**

Competitive salary for this position is based on skills and experience of the candidate, with reviews and adjustments occurring annually. A comprehensive benefits package is included.

To apply, please email your resume, cover letter, and references to [hr@cesarchavezschool.com](mailto:hr@cesarchavezschool.com)

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