



1610 S. 6TH STREET
MINNEAPOLIS, MN 55454

PHONE: (612) 339-5767
FAX: (612) 332-2057

EL (English Language) Director/Teacher, 1.0 FTE, PrK-8 - Cedar Riverside Community School

Position: PrK-8 EL (English Language) Director/Teacher, 1.0 FTE

Start Date: August 19, 2019

School: Cedar Riverside Community School (Minneapolis)

Purpose Statement: Cedar Riverside Community School is currently seeking 1.0 FTE English Language Director/Teacher (roughly 50% Director and 50% Teacher) to support a well-rounded academically focused program with an emphasis on literacy and character development.

Essential Functions:

- Serves as a member of the administrative/leadership team for the purpose of supporting the school in meeting the needs of English Language Learners. Conducts meetings with staff for the purpose of coordinating school wide activities including disseminating and receiving information, planning and implementing activities/events, addressing operational issues, etc.
- Confers with staff as may be appropriate regarding instructional techniques, organization of practices, etc. for the purpose of providing guidance and mentoring.
- Coordinates a variety of administrative activities (e.g. screening, interviewing, recommending, and/or orienting program staff; etc.) for the purpose of ensuring a positive learning environment and the efficient use of resources within the specified program area.
- Coordinates language proficiency testing for the purpose of identifying students that qualify for English Language Development programs.
- Identifies program needs (e.g. instructional materials and equipment, etc.) for the purpose of providing input to school administration that will enhance the ELD program.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports and written materials for the purpose of documenting activities and ensuring compliance with established guidelines.
- Recommends budget expenditures for the purpose of addressing curricular, equipment and supply needs required to implement the instructional program.
- Researches new material and recommends pilot projects for the purpose of providing the most effective program for the students. Responds to inquiries from school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.
- Attends regularly scheduled school level leadership meetings with the Executive Director.
- Serves on school leadership, child study team, and ADSIS teams (and others as assigned).



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Required Qualifications: A valid MN ESL/ELL teaching license (or ability to obtain). Five years EL teaching experienced or related supervisory experience in leading EL programs. Proficiency in computer technology. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups. Competency working in a culturally diverse environment or willingness to acquire these skills.

Preferred Qualifications: Masters Degree with an emphasis in Curriculum and Instruction or Educational Leadership. Experience working with diverse populations of students including immigrants, English learners, special education students, and gifted students. Experience/Training in Responsive Classroom, Response to Intervention (RtI), and/or Multi-Tiered Systems of Support (MTSS)

About the School: Cedar Riverside Community School is a PreK-8 charter school located in the diverse Cedar-Riverside area of Minneapolis. It was established as one of the first charter schools in Minnesota in 1993 with the goal of meeting the unique needs of the youth in the neighborhood. During its 26 year existence, Cedar Riverside Community School has been diligent about maintaining a strong academic program while being responsive to the ever-changing population. It has also worked in partnership with many organizations, as well as educational and health institutions in the community.

How to Apply: Visit our website at: <https://crcc-school.org/employment/>

Posting Date: Friday, May 31, 2019

Closing Date: Applications will be accepted until positions are filled.

Cedar Riverside Community School

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Minneapolis, MN 55454

www.crcs-school.org

Mr. Bert Strassburg, Executive Director