



ST. PAUL SCHOOL OF
**NORTHERN
LIGHTS**

Due Process & Evaluation Coordinator

www.schoolofnorthernlights.org

St. Paul School of Northern Lights is a public charter school serving students in grades K-8 in St. Paul. St. Paul School of Northern Lights is looking for educators who are passionate about supporting students' curiosity and love of learning. The ideal candidate will have a strong background in Special Education and the desire to support our Special Rights team in a progressive, culturally relevant community. We are seeking a coordinator who views the challenging endeavor of working in our school as an opportunity to work with agency and purpose. Desirable candidates will appreciate time for reflection, collaboration, and innovation with colleagues.

Required Qualifications

- Current Minnesota teaching license in one or more areas of Special Education
- Experience with diverse student populations
- Commitment to the Northern Lights' Mission and Vision
- Experience teaching students with disabilities
- Excellent verbal, nonverbal, time management, and organizational skills
- Knowledge and understanding of Special Education practice, curriculum, interventions, programming, instruction and due process
- Ability to prioritize and respond to multiple needs
- Agility to work both independently and within a group structure
- Ability to maintain a professional demeanor in difficult and/or emotional situations
- Organizational skills for tracking due process deadlines and creating/maintaining school systems
- Ability to articulately summarize the needs, concerns and strengths of the Special Rights program when communicating with the Special Rights Coordinator, Director of Special Education and the School Leader
- Ability to respond quickly to a variety of stakeholder requests
- Ability to work cooperatively and effectively with various staff and related service providers

Preferred Qualifications

- Experience and knowledge in one or more of the following areas:
 - Reggio Emilia approach to education
 - Outdoor education
 - Practices of Finnish education
 - Constructivist approach to education
- Urban teaching experience
- Project-based learning experience
- Restorative practices experience
- Dual licensure in Teaching, ESL, Counseling or Social Work

Successful candidates will...

- Understand that:
 - Our learners are competent and curious
 - Relationships are central to our work as educators
 - Knowledge is *constructed* by the learner in a social context
 - Multiple points of view deepen understanding
 - The environment drives learning

- Communicate effectively, building strong relationships with students, families, colleagues and the broader community
- Commit to engaging in conversations that challenge and disrupt dominant narratives
- Appreciate uncertainty: value participating in a dynamic and evolving educational process
- Value their role as a researcher and designer within the school setting
- Value collaboration
- Demonstrate leadership both in and out of the classroom
- Possess and foster creativity and imagination

Basic functions and responsibilities

- Collaborate with students, families and colleagues in support of students, our community, and the Special Rights program
- Help foster a school culture that foster relationships, student learning, student inquiry, critical thinking and advocacy
- Co-facilitate weekly Child Study Team meetings
- Serve as a liaison between the Child Find and Child Study teams
- Collaborate with Special Rights Coordinator to develop a service schedule that meets student and staff needs
- Lead new student intake (obtain paperwork, facilitate intake meetings, assign case managers, update schedules)
- Attend regular meetings with the Special Rights Coordinator, Assistant Director and Director of Special Education and School Leader
- Collaborate with the Special Rights Coordinator to assign and manage equitable caseload assignments
- Ensure MCA and district testing accommodations are provided
- Facilitate department-wide communication
- Guide, support and coach Special Rights teachers in due process
- Serve as a day-to-day resource for the Special rights staff
- Collaborate with administrative staff to ensure accurate MARSS reporting, due process paperwork filing and time and effort tracking
- Facilitate budget requests
- Provide training on SpEd forms and SPSNL systems, due process, and general needs
- Conduct initial evaluations
- Attend four all-school events per year
- Case management as needed
- Attend annual Special Rights Advisory Council meetings
- Attend and engage in school-wide staff meetings, professional development trainings, and professional collaboration time
- Seek, reflect on and learn from feedback
- Support the student support and operational work of the school as necessary

The Due Process & Evaluation Coordinator reports to the Special Rights Coordinator. Interested candidates should send a cover letter, resume, and letters of recommendation to Rachel Ngendakuriyo at employment@schoolofnorthernlights.org. Applications will be reviewed on a rolling basis. This is a salaried, 11 month 1.0 FTE position.

Thank you for your interest in St Paul School of Northern Lights. SPSNL is authorized by Innovative Quality Schools.