

Twin Cities German Immersion School

Anticipated Start Date: ASAP

Compensation:

Hourly rate based on previous experience and education

Qualifications:

Required:

- Current LPN, MA, or RN Minnesota license
- Completed or be currently enrolled in the Adult, Child and Infant CPR and AED (Automatic External Defibrillators) course, First Aid course
- Good written and verbal communication skills
- Ability/desire to work with special needs students
- Ability/desire to work with technology
- Ability to remain calm in stressful, emergency situations.
- Ability to meeting Twin Cities German Immersion School Highly Qualified requirements:
 - *Two years of study at an institution of higher education; Minnesota's standard: A minimum of 60 semester credits or the amount required to complete two years of full time enrollment as determined by the institution attended.*
 - *Obtained an associate's (or higher) degree.*
 - *Take the ParaPro test and successfully pass it with a score of 460 or higher.*
- English fluency
- Ability to lift and transfer up to 50 lbs.
- Prompt, regular, reliable attendance.

Desired:

- Ability to perform routine computer functions, including e-mail, Internet navigation and Microsoft Word.
- Any level of German Language skills

POSITION SUMMARY:

This position will focus on meeting the health needs of students at TCGIS. In addition, the position requires the staff member to education students about their health needs. The position is 20 hours per week, Monday through Friday, for the academic school year.

PRIMARY JOB FUNCTIONS:

1. Recordkeeping
2. First aid
3. Vision and hearing screening
4. Assisting with health service reports
5. Giving medications
6. Working with special needs students in a fast-paced setting.
7. Working with special education staff
8. Working with students that have diabetic needs.

Application Process:

Please submit cover letter, resume, three letters of reference, and copies of transcripts to Jeff Horton, Assistant Director at jhorton@tcgis.org.