COMMUNITY SCHOOL OF EXCELLENCE

Hmong Language & Culture School
270 Larpenteur Avenue West | Saint Paul, MN 55113
(651) 917-0073 | www.csemn.org

Medical Career and Technical Education

Grade Level	10th-12th
School Year	2026-2027
Time	Part-time
Duration	10 Month
Type	Exempt
Other	Union Eligible
Reports To	School Principal
Salary	Discuss on employment

Organizational Description

Community School of Excellence (CSE) is a Pre-Kindergarten to 12th grade Hmong Language and Culture Charter school that is a family. Our schools offer an environment where students feel safe, welcomed, and cared for while learning and preparing for their future. We believe in academic success for all students. We are a PBIS school that focuses on positivity. We continuously learn about and celebrate each other's cultures, languages, and achievements while providing a world-class education through a safe and innovative environment that fosters inquiring, critical thinking, knowledgeable, and compassionate students who embrace the Hmong culture and celebrate intercultural understanding and respect.

Culture of Learning

CSE believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. We embrace every scholar's strengths and explore ways to strengthen our relationships with our scholars and their families. CSE is committed to building collaborative leadership and effective capacity between and among staff, parents, and scholars. All CSE employees must share, understand, and implement a culture of learning at all levels of the organization. Our consistent focus on a culture of learning is paramount to the growth and success of our students. CSE seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive this new culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Excellent Way of respect, responsibility, and reflection.
4. Implementing Data Driven Decisions
5. Having High Expectations
6. Creating a safe Social-Emotional Learning Environment

Job Summary

CTE - Medical Careers Teachers generally oversee all aspects of a

various healthcare career path courses. This CTE teacher instructs students in foundational healthcare, supervises practical lab and clinical skills, and prepares youth for state certification exams. Key responsibilities include designing medical curricula, teaching patient care procedures, and evaluating student clinical performance

Responsibilities

- Instruct students in medical careers exploration and hands-on skills courses.
- Plan medical career pathways programs to promote development of student's medical knowledge and skills.
- Prepare lesson plans and conduct daily classroom instruction in medical career skills at an appropriate instructional level that matches state exams.
- Teach medical terminology, anatomy, infection control, and daily patient care techniques.
- Guide students through hands-on practice for vital signs, mobility assistance, and hygiene care.
- Maintain a healthy learning environment for the students in both classroom and clinicals.
- Supports classroom management through positive interventions.
- Track student progress, grade coursework, and verify clinical competency .
- Maintain a professional demeanor with students, parents, and colleagues

- Select, store, order, issue, and inventory equipment, materials, and supplies used in the medical careers program.
- Promote and foster the primary goals of the school and the CTE Medical Careers program.
- Incorporate and promote a positive environment for all students and nurtures self-esteem, high values, and life-long learning
- Actively participate in Professional Learning Communities and team meetings.
- Values teaching in diverse cultural settings.
- Is a forward, solutions-based thinker.
- Other duties as assigned by the supervisor

Qualifications

- Preferred - CTE - Medical Careers License
- 5 years of experience as Registered Nurse and license in good standing with the state
- Knowledge of CNA exam implementation
- Demonstrated management, leadership and human relations skills
- Ability to exercise good judgment in making decisions and work independently
- Proven ability to carry an assignment to its completion
- Excellent oral and written communication skills

Working Conditions

Environment

- School, gyms, fields, tracks, inside and outside facilities

Physical Abilities

- Sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or by telephone; seeing to read a variety of materials; lifting light objects.

Hazards

- Contact (at times) with disgruntled individuals
- Blood borne pathogens and bodily fluids
- The employee shall follow all School Board Policies

The above responsibilities are not a complete compilation of this position's responsibilities but provide a broad basis of what is expected from the person in this position. This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Interested applicants should apply by sending the following credentials and completed application to hr@csemn.org or to the school address at:

Community School of Excellence School District #4181, 270 Larpenteur Ave West, St. Paul, MN 55113

Please complete the following:
CSE Employment Application with a Letter of Interest and Current Resume.

www.csemn.org/employment