

Application for the position Administrator of a Cooperative Unit - who oversees a Special Education Program

Part I: Position Sought

Agency Name: Professional Educator Licensing and Standards Board
Position: Administrator of a Cooperative Unit - who oversees a Special Education Program

Part II: Applicant Information

Name: Dr. Heidi M. Hahn
Phone: (218) 839-2953
Mailing Address: 13135 Preserve Circle Baxter 56425
Email: heidi.hahn@isd181.org
County: Crow Wing
Mn House District: 10A
US House District: 8
Recommended by the Appointing Authority: False

Part III: Appending Documentation

Cover Letter and Resume

Type	File Type
Cover Letter	application/vnd.openxmlformats-officedocument.wordprocessingml.document
Resume	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Additional Documents (.doc, .docx, .pdf, .txt)

Type	File Name
No additional documents found.	

Part IV: Optional Statistical Information

Gender: Female
Disability: No
Age: 46
Political Affiliation: Democratic-Farm-Labor
Ethnicity: White or Caucasian
Hispanic, Latino or Spanish origin: No

Part V: Signature

Signature: Heidi M. Hahn
Date: 7/9/2017 8:39:21 PM

Heidi M. Hahn
13135 Preserve Circle
Baxter, MN - 56425
(218) 839-2953

OFFICE OF THE MINNESOTA SECRETARY OF STATE
Steve Simon

July 7, 2017

To Whom It May Concern:

My name is Heidi Hahn and I am writing to express my interest in the open seat for the Professional Educator Licensing and Standards Board. I have completed the on-line application process and included my resume. In addition, I will be submitting a letter of support from the Minnesota Administrators for Special Education organization.

I am currently employed as the Director of Special Education with the Paul Bunyan Education Cooperative in Brainerd, MN. The Paul Bunyan Education Cooperative works with nine school districts in the Brainerd lakes area. Each day I work closely with teachers and building administrators throughout 27 different schools and programs to ensure that quality services are provided for each student. I work with each district's superintendent and business manager to manage federal and state special education finances. And, I spend countless hours supporting districts, teachers and families to ensure due process and compliance. I have spent the past 10 years as a special education administrator and the previous 15 years as a special educator in out-state Minnesota.

If you would ask the teachers and administrators that I work to support they would describe me as a very energetic and positive individual that is dedicated to ensuring that the needs of our most unique learners are met. I believe in being a very visible and accessible leader that communicates clearly and consistently to keep our focus student-centered. I love my job because no two days are ever alike. I like being able to problem solve and crises manage with teachers, administrators, service providers and families. I am amazed every day by the dedication and service of our teachers and support staff. I truly value working on behalf of students as a member of a team.

I completed my doctorate in Educational Administration and Leadership through St. Cloud State University in May of 2013. My dissertation focused on leadership practices and their impact on teacher job satisfaction. I have experienced tremendous professional growth through this program, and have learned so much from my colleagues in my cohort. It truly has been one of the best educational experiences of my career thus far. I am currently an adjunct professor at St. Cloud State University in the Education Administration and Leadership Department, and the Special Education Department.

The reason I am interested in this position is due to my concern regarding the continued and significant teacher and provider shortage in special education. Each year in our Cooperative we have more and more teachers on Community Expert Licenses and Variances. The quality of the teacher pool continues to diminish and we need to have a collective

response in order to ensure a high quality education for our students with special needs. We need talented and passionate individuals to meet the ever changing and diverse needs of our students.

I recently organized a para-to-teach cohort through St. Cloud State University for our cooperative schools. This past spring, we graduated 13 students and all of them are now employed in our region. It was a creative response to the teacher shortage, however very difficult to navigate for both St. Cloud State University and the participating students. Again, we can and we need to do better for our students.

I believe serving as the school administrator from a cooperative on the Professional Educator Licensing and Standards Board will be an opportunity for exceptional professional growth and I believe I can be a valuable asset to this board.

Thank you for your time and consideration.

Sincerely,

Dr. Heidi M. Hahn

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Baxter, MN – 56425
(218) 839-2953

Professional Objective:

To obtain a position on the Professional Educator and Licensing Board which will utilize strong special education/due process knowledge, systems-based problem solving skills, teacher licensing/teacher shortage knowledge and exceptional human relation and interpersonal skills.

Education:

St. Cloud State University – St. Cloud, Minnesota

Doctorate of Education – May, 2013
Educational Administration and Leadership
GPA: 4.0

Licensed K-12 Principal and Director of Special Education
October, 2007 GPA: 4.0

Licensed K-12 EBD Teacher
July, 2004 GPA: 3.92

Licensed K-12 Guidance Counselor
May, 2003 GPA: 4.0

Montana State University – Bozeman, Montana

Master of Science – May, 1995
Education, Health and Human Development
Major: Child Development and Family Science – Emphasis in Children’s Mental Health
GPA: 3.85

Bachelor of Science – May, 1993
Major: Child Development and Family Science
GPA: 3.7, GPA in Major: 3.89

Concordia Academy – Roseville, MN

Diploma – May, 1989
Honor Student – GPA 3.6

Work Experience:

Director of Special Education Paul Bunyan Education Cooperative – Brainerd, MN

Responsible for Special Education Administration for six school districts and three charter schools. Directly supervise special education and related service professionals, oversee federal funds and special education programs in member districts. Ensure that all due process guidelines are met and followed, and ensure that objectives for student education are met. Interpret laws, rules and regulations to students, parents and staff regarding special education. Ensure that services are in place for member districts to provide a Free and Appropriate Public Education for all students.

June, 2013 - Present

Adjunct Professor - Education Administration and Leadership

Teach graduate level courses for St. Cloud State University in the Education Administration and Leadership Department. Work with master's levels students studying to obtain their principal, superintendent and director of special education licensure. Responsible for teaching courses in supervision and evaluation, program development and program evaluation.

September, 2013 – Present

Assistant Director of Special Education Paul Bunyan Education Cooperative – Brainerd, MN

Responsible for supporting and supervising all special education services within ISD #181 – Brainerd Public Schools. Duties include ensuring that all due process and compliance requirements are followed, supporting teachers and case managers as they evaluate, develop and implement individual education plans, and developing and supporting quality programming for students age birth to 21. Position includes working with district administration, certified and non-certified staff, and county service agencies.

May, 2008 – June, 2013

EBD Teacher

Brainerd Public Schools – Brainerd, MN

Responsible for case managing 40 plus EBD students annually. Main responsibilities included the daily monitoring of and responding to the emotional and behavioral needs of students. Duties required working closely with the student's parent/guardians, and classroom instructors to assist the student with their day-to-day functioning in their academic setting. The position required regular contact and communication with social services, probation, and mental health service providers throughout the county. The position demanded the ability to build and develop strong and positive rapport with students, to think quickly, and to de-escalate volatile situations. EBD services were provided in the elementary, high school, and alternative education settings.

August, 2003 – May, 2008

Family Therapist

Mille Lacs Academy – Onamia, MN

Responsible for providing individual and family therapy to young men ages 15-18 years of age in a residential setting. Worked with these young men to identify how their sexual offenses impacted their families and their victims. In addition, worked with counseling and program staff to re-integrate the young man back into his home and/or community based setting.

April 2003 – September 2003

IMPACT Day Treatment Program Coordinator Franklin Jr. High School, Brainerd, MN

Responsible for developing and implementing a new day treatment program at the junior high level. Duties included group, individual and family therapy on a daily basis, completing diagnostic assessments, writing treatment plans, compiling authorizations for insurance companies, and billing. Position included working with teachers, social workers, probation officers, and other mental health professionals to provide services for at-risk students.

August, 1999 – May, 2003

Mental Health Practitioner - Reach Day Treatment, WMS – Brainerd, MN

Responsible for providing group and family therapy daily. Duties included developing social skills and daily living skills curriculum, writing treatment plans, and assisting school staff in guiding at-risk students through their school day. Position required intensive case management and coordination of services from a variety of professional agencies and service providers.

July, 1996 – August, 1999

Special Training:

*SLD Regional Trainer (Regions 5 & 7)
*Due Process Monitor
*Early Warning Signs of Mental Health

*Standards-Based Trainer
*Supervising the work of Para Professionals
*CPI trained

Honors and Awards:

Concordia Academy Athletic Hall of Fame - 2017
Brainerd Educator of the Year - 2015
New Special Education Leader - MASE - 2015
Richard Green Scholar - MASA - 2014
Minnesota Volleyball Coaches Association Hall of Fame - 2013
Stenswick-Benson Scholarship - 2007
Elaine Leech - Women in Leadership Scholarship - 2007
President of the Minnesota Volleyball Coaches Association - 2005-2007
Section 8 AAA Volleyball Coach of the Year - 1999
Una B. Herrick Award - 1993-1994 (One of the top ten honors at Montana State University)
Dean's Award of Excellence for the College of Education, Health, & Human Development - 1993
Dean's List - 1990, 1991, 1992, 1993
Outstanding Senior in Child Development and Family Science - 1993
Harrison Award - 1992 & 1993 (Community Service Award)
Bachelor of Friendship Award (Big Brothers and Sisters) - 1992
President - Mortar Board, 1992-1993
Vice-President, Phi Upsilon Omicron, 1992-1993
Big Sky Volleyball All-Conference Academic 1990, 1991 and 1992

Professional Presentations:

Keynote Speaker - "Charting the C's Conference" - April, 2017
Keynote Speaker - "First Annual Minnesota School Based PT/OT Conference" - Oct., 2016
Presenter - "Symposium of Women Education Leaders" - April, 2016
Presenter - "MASE Spring Conference" - April, 2016
Presenter - "MASE Fall Conference" - October, 2015
Presenter - "MASA Fall Conference" - October, 2014

Professional Committees:

MASE Professional Development Committee - 2013 to Present
MASE/MASA New Leader Trainer - 2014 to Present
MASE New Members Committee - 2014 to Present
MASE/MASA Awards and Honors Committee - 2016 to Present