



# Chattahoochee County School District HUMAN RESOURCES OFFICE

326 Broad Street ♦ Cusseta, GA 31805 ♦ 706-989-3773 ext. 126  
♦ [www.chattco.org](http://www.chattco.org)

## Special Education Teacher--Inclusion

- Location: CC High School
- Reports to: Director of Special Education and Building Principal
- FLSA: Salaried-Exempt
- Days Worked: 190

## Essential Job Functions

To provide appropriate learning experiences and educational opportunities based on knowledge of each child and his/her special needs in order for maximum development of his/her abilities.

- Demonstrates prompt and regular attendance
- Maintains confidentiality and non-judgmental views of children and families served.
- Demonstrate an understanding of the curriculum, subject content and knowledge
- Follows professional practices consistent with school and system policies in working with students, students' records, parents and colleagues
- Responsible for supervision of the special education process from screening through identification, IEP development, and assist in providing appropriate identification and placement of students with disabilities.
- Assist in the implementation of the Individuals with Disabilities Act, (IDEA) in accordance with district policies and procedures
- Organize and ensure completion of all evaluation reports and IEPs .
- Complete reviews of all special education IEP documents, ensuring compliance with District procedure, state, and federal laws; identifies areas of need within the areas of compliance and works to develop and implement programs to address those needs
- Initiate screening of transfer and new referral records and contacts previous school district to obtain necessary information on new students.
- Work with principals, department heads and other team members to facilitate the integration of all students into regular classes as appropriate.
- Collaborate with general education teachers to implement successful co-teaching.
- Attends meetings and training sessions related to special education as deemed appropriate by the Director of Special Education.
- Performs other duties as assigned by the Superintendent, Building Principal and/or Special Education Director

## MINIMUM REQUIREMENTS

- **Education:** Bachelor's Degree in Special Education or related field. Eligible to hold a GaPSC issued teaching certificate in Special Education, General Curriculum. Hold a GaPSC issued teaching certification in SPED preferred.
- **Experience:** Successful completion of an accredited teacher training program. One year experience preferred.
- **Physical Requirements:** Must be able to stand/walk for extended periods; ability to lift a student up to weight of 50 pounds without assistance, and engage in frequent bending, stooping, kneeling and crawling.

## COMPENSATION

- Current Georgia State Salary Schedule. Local Supplement \$2500 for T4 –T7. 190 Day Contract

Note: Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks.

### An Equal Employment Institution

Chattahoochee County School District does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:  
Title IX Coordinator Jill Simmons, 706-989-3774, [jillsimmons@chattco.org](mailto:jillsimmons@chattco.org).