



Reports to:	Principal	FLSA Status:	Exempt
Department:	School-Based	Structure/Grade:	E-Schedule
Division:	School-Based	Workdays:	190
Retirement:	Teachers Retirement System		

Position Summary

Plans and delivers educational instruction to diverse learners, including those with special needs, in line with state and district standards, and creates a safe, engaging learning environment that promotes academic success, physical fitness, and life skills for global citizenship. Performs work independently under moderate supervision, applying foundational knowledge to perform the job effectively.

Essential Job Duties

- Teaches grade-relevant, subject matter-specific, and mandated curriculum
- Develops and implements lesson plans and activities through in-person and virtual learning to fulfill the requirements of the district's curriculum program and show written evidence of preparation, as required
- Communicates by phone, email, or video conferencing during regular working hours to confer with district personnel, students, and/or parents
- Creates an in-person and virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Uses internet and web-based technology to provide instruction and collaboration with students
- Assesses, documents, and prepares reports such as achievement progress, grade and classroom performance, assessments, and attendance
- Supervises and manages student behavior in accordance with the Student Code of Conduct and student handbook
- Participates in student development and achievement-related conferences with parents, students, counselors, teachers, principal, and/or administrators, as required by the supervisor
- Performs general instruction duties such as ordering materials, attending any meeting as required by a supervisor, and attending professional learning sessions/training
- Directs the work of the Paraprofessional or Instructional Aide, as needed
- Maintains prompt and regular work attendance
- **Special Education Teacher additional requirements:**
 - Identifies educational needs and provides instruction to students with varying exceptionalities
 - Instructs students based on needs as outlined in the Individualized Education Programs (IEPs); assesses, monitors, and reports student progress and communicates with families as directed by state and federal guidance
 - Serves as the case manager for students with disabilities (e.g., prepares and maintains relevant paperwork and schedules and facilitates IEP meetings)
 - Follows the Georgia professional code of educator ethics in all work-related activities.



- Meets the unique needs of students with severe disabilities, i.e., lifting, positioning, feeding, toileting as appropriate.
 - Provides specially designed instruction (SDI) aligned to state standards and individualized student needs.
 - Develops and implements standards-based lessons with appropriate SDI and accommodations noted.
 - Differentiates instruction to address academic, behavioral, and functional skill needs.
 - Develops, writes, and revises Individualized Education Programs (IEPs) in compliance with state and federal regulations.
 - Implements IEP services and ensures accommodations are provided.
 - Collects and analyzes student data to monitor progress toward IEP goals.
 - Provides timely progress reports to parents.
 - Collaborates with general education teachers.
 - Develops and implements Behavior Intervention Plans (BIPs).
 - Creates a structured and supportive learning environment.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree from a Georgia Professional Standards Commission approved accredited college or university in the relevant educational field required.
- Valid Professional Standards Commission approved teaching certificate in the appropriate educational field required.
- **Special Education:**
 - Special education teachers who issue grades must hold appropriate certification in service (e.g., Special Education, Adaptive curriculum, and/or Special Education General Curriculum), content certification areas and the educator's teaching assignment must align with the Georgia Professional Standards Commission approved teaching certificate.
- **ESOL & Gifted:**
 - Valid Georgia Professional Standards Commission approved subject-specific endorsements required.
- **Career Technical and Agricultural Education (CTAE):**
 - Minimum education requirements based on CTAE Specializations
 - Must pass the GACE Education Ethics Assessment
 - Minimum two (2) years of verifiable industrial work experience
 - Industry licensure required

Knowledge, Skills, and Abilities

- Knowledge of STEM (Science, Technology, Engineering, and Mathematics) programs and Individualized Education Plans (IEPs)
- Knowledge of adapted physical education and services for students with disabilities and learning differences
- Effective oral and interpersonal communication skills
- Good computer skills, including the ability to use all relevant software

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 2/16/2026



- Good problem-solving skills
- Strong attention to detail
- Ability to manage and supervise students
- Ability to create a safe and nurturing learning environment for young or special needs students
- Ability to follow clear and established processes
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to develop stable working relationships internally
- Ability to exchange information with a range of internal constituents

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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