



**Gilmer County Schools
Job Description**

Job Title: Special Education Teacher	Division/Department: School-Level
Reports To: Principal	Classification: Certified
Contract Work Days: 190	Pay Type: Salary-Exempt
Retirement: TRS	Adopted: October 2024

Position Summary:

Provide instruction; encourage and assess student achievement and progress; and manage the learning environment effectively.

Minimum Requirements/Qualifications:

- Hold or be eligible for a valid Georgia Educator Certificate or meet the district's professional qualifications.
- Exceptional integrity, commitment to confidentiality, excellent character, and strong professional reputation.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- Must perform tasks involving prolonged periods of standing, walking, and sitting.
- Must perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
- Must be able to properly and consistently supervise students, particularly during emergency situations.
- Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

Essential Duties and Responsibilities:

- Demonstrate an understanding of the curriculum, subject content, pedagogical knowledge and the needs of students by providing relevant learning experiences.
- Exhibit best practice based on current research and facilitates students' use of higher-level thinking skills in instruction.
- Plan, using State and local school district curricula and standards, effective strategies, resources and data to address the differentiated needs of all students.
- Analyze and use student learning data to inform planning.
- Ensure full implementation of Individualized Education Programs (IEP's) for caseload students, including but not limited to, implementation of accommodations, Behavior Intervention Plans (BIP's) and other related services.
- Develop, monitor and review the Individual Education Program (IEP) of each caseload student, annually or more often as needed.
- Promote student learning by using research-based instructional strategies relevant to the content area to engage students in active learning and to promote key skills.
- Use assistive and instructional technology and a variety of research-based instructional strategies and resources, as directed by IEP, to enhance student learning; and provide technical assistance as needed to other professionals serving the student and/or family.
- Challenges and supports each student's learning by providing appropriate content and developing skills which address individual learning differences.

- Use a variety of diagnostic, formative and summative assessment strategies and instruments that are valid and appropriate for the content and student population to inform instructional modifications for each student.
- Systematically gather, analyze and use relevant data to measure student progress; to inform instructional content and delivery methods; and to provide timely and constructive feedback to both students and parents/guardians.
- Provide a well-managed, safe, supportive and orderly environment that is conducive to learning; encourages respect for all; and promotes an understanding of students' diversity.
- Establish clear expectations for classroom rules, routines and procedures and enforce them consistently and appropriately; utilize positive behavior techniques to maintain appropriate student behavior.
- Implement appropriate school safety measures and crisis emergency plans to create and sustain a secure and healthy learning environment consistent with District rules, policies and procedures.
- Create a student-centered, academic environment in which teaching and learning occur at high levels and students are self-directed learners.
- Exhibit a commitment to professional ethics and the school's mission; participate in professional growth opportunities and contribute to the profession.
- Compile, maintain and submit all required reports accurately and in a timely manner.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Collaborate with designated paraprofessionals and other school and District personnel to ensure student progress.
- Engage in ongoing communication and share instructional goals, expectations and student progress in a timely and constructive manner, using a variety of modes of communication as appropriate.
- Carry out duties in accordance with federal and state laws, Code of Ethics for Educators in Georgia, and established State and local School Board policies, regulations and practices.
- Communicate effectively with students, parents or guardians, district and school personnel, and other stakeholders in ways that enhance student learning.
- Perform professionally and efficiently other duties and responsibilities as assigned.

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 employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources.) It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.