



EMPLOYEE NAME: _____

JOB DESCRIPTION

POSITION TITLE: Teacher – SpEd General Curriculum	FLSA: Exempt
RETIREMENT: TRS	EVALUATION: TKES or Certified Evaluation Instrument
DEPARTMENT: Instruction	SALARY SCHEDULE: PSD Teacher Salary Schedule
REPORTS TO: Building Administrator	WORK DAYS: 190 Days
PRIMARY FUNCTION: Provides instruction for eligible students with disabilities through collaboration with general education teachers and parents/guardians that enables them to learn and achieve to the maximum of their abilities in an appropriate special education program.	

REQUIREMENTS:

1. Educational Level: Bachelor Degree required.
2. Certification/License Required: Must possess a valid Georgia Teaching Certificate by the Georgia Professional Standards Commission
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities and other required law enforcement training
5. Knowledge, Skills, & Abilities: Written and oral communication; knowledge of areas of disability and special education practices and procedures; specialized instructional strategies that connect the curriculum to the learner; student behavior management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

• Provides appropriate instruction
• Develops, implements, monitors, and regularly reviews the Individual Education Program (IEP) and Individual
• Compiles, maintains, and submits accurate paperwork within designated timelines
• Collaborates with the general education teacher and/or Related Services Staff to provide special education services that maximize student achievement according to the guidelines of the program through established service delivery models
• Maintains parent communications (conferences, email, telephone, and written)
• Is available to students and parents for conferences
• Interacts in a professional manner with students and parents
• Demonstrates knowledge of research-based practices by delivering specialized instruction to students according to their IEPs and Individual Learning Plans
• Utilizes formative and summative assessments and collects data on student achievement and progress toward mastery of IEP goals and objectives and reports progress to parents/guardians on a regular basis
• Supervises the behavior of students at all times
• Responds to problems by following appropriate channels to find a solution
• Assesses and encourages student progress
• Monitors daily attendance of students
• Manages the learning environment

<ul style="list-style-type: none"> • Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues
<ul style="list-style-type: none"> • Serves as a resource to general education teachers who teach students with disabilities
<ul style="list-style-type: none"> • Complies with school, system, and state administrative regulations and Board of Education policies
<ul style="list-style-type: none"> • Demonstrates professional practices in teaching
<ul style="list-style-type: none"> • Seeks to improve knowledge and skills through professional learning and training activities associated with job related tasks and student needs
<ul style="list-style-type: none"> • Interacts with the general public, staff members, school personnel, using tact and good judgement
<ul style="list-style-type: none"> • Maintains confidentiality
<ul style="list-style-type: none"> • Demonstrates prompt and regular attendance
<ul style="list-style-type: none"> • Supports the mission and vision of the District
<ul style="list-style-type: none"> • Performs other duties as assigned by supervisor

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____