



JOB DESCRIPTION

POSITION TITLE: Special Education Teacher	
REPORTS TO: Principal	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 190 Days (less furloughs)
JOB GOAL: Provides appropriate instruction in a safe and orderly learning environment conducive to learning for all students assigned.	

REQUIREMENTS:

1. Educational Level: Bachelor's Degree or higher
2. Certification/Licensing: Valid Georgia Teaching Certificate as required by Georgia Professional Standards Commission
3. Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to employ a variety of instructional strategies that connect the curriculum to the learners. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

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

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Utilizes state and system-wide test results and local school grade profiles for developing and improving the instructional program for all students assigned to the teacher.
3. Develops and implements appropriate instructional activities to increase student achievement.
4. Acts in a professional manner and assumes responsibility for the total school program and safety of students.
5. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.
6. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
7. Incorporates the use of technology into instruction in an appropriate manner.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Assures security and accountability for classroom equipment and supplies.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Assesses and encourages student progress by promoting engagement, monitoring student progress, responding to adequate and inadequate performances and showing support of students in an appropriate manner.
14. Assists all students in achieving academic standards and establishes high expectations for performance.
15. Develops, implements and maintains individual educational plans for students assigned.
16. Serves on Student Support Teams or IEP committees when needed.
17. Maintains a pattern of prompt and regular attendance.
18. Follows chain of command.
19. Performs all other duties as assigned.