



## Cirrus Academy Charter School Job Description

**Official Title:** Regular Education Teacher

**Length of Work Year:** 190 Days

**Summary Description of Classification:**

Under direction of the schools' principal, plans and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure achievement and performance for every child.

**Minimum Qualification Standards**

**Knowledge, Abilities and Skills:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

1. Knowledge of GPS curriculum, techniques for integrating curriculum, Cirrus Academy Charter School policies, and effective instructional practices.
2. Understanding of the teaching/learning process.
3. Ability to provide instruction that reflects multiple perspectives and multicultural education.
4. Ability to infuse technology into curriculum.
5. Ability to work effectively with administrators, colleagues, central office and school-based staff, students, parents and community.
6. Respect for diversity in education.
7. Excellent oral and written communication along with strong human relations skills.

**Education, Training and Experience:**

1. Bachelor's degree, or higher, in applicable field of education from an accredited college or university and meet the GAPSC requirement for certification.

**Physical Demands:**

(Special requirements such as lifting heavy objects and frequent climbing). Ability to move around the classroom including stooping, bending, standing for extended periods and moving objects and materials. Crisis intervention may require participating in physical restraints.

**Paid Overtime (Y/N):** No

**Special Requirements:**

Required to attend school meetings, programs and activities outside the instructional day as mandated by administration.

**Duties and Responsibilities:**

- I. Teacher Duties and Responsibilities
  - A. Follows professional practices consistent with school and system policies in working with students, students' record, parents and colleagues.
    1. Interacts in a professional manner with students and parents.
    2. Is available to students and parents for conferences according to system policies.
    3. Facilitates home-school communication by such means as holding conferences, telephoning and sending written communications.
    4. Maintains confidentiality of students and student' records.
    5. Works cooperatively with school administrators, special support personnel, colleagues and parents

- B. Complies with school and state administrative regulations and Governance Board policies.
  1. Conducts assigned classes at the times scheduled
  2. Enforces regulations concerning student conduct and discipline
  3. Is punctual
  4. Provides adequate information, plans and materials for substitute teacher
  5. Maintain accurate, complete and appropriate records and files report promptly
  6. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy.
  7. Complies with condition as stated in contract
  
- C. Demonstrates professional practices in teaching
  1. Models correct use of language, oral and written
  2. Demonstrates accurate and up-to-date knowledge of content
  3. Implements designated curriculum
  4. Maintains lesson plans as required by school policy
  5. Assigns reasonable tasks and homework to students
  
- D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
  1. Takes precautions to protect records, equipment, materials and facilities
  2. Assumes responsibility for supervising students in out-of-class settings

**Examples of Teaching Tasks:**

- I. Provides Instruction
  - A. Teaches at an appropriate instructional level
  - B. Provides content development
    1. Provide teacher-focused content development
    2. Provide student-focused content development
  - C. Builds for transfer
    1. Provides initial focus
    2. Provides content emphasis and linking
    3. Provide lesson summaries
  
- II. Assesses and Encourages Student Progress
  - A. Promotes student engagement
  - B. Monitors student progress
  - C. Responds to student performance
    1. Responds to adequate performances
    2. Responds to inadequate performances
  - D. Supports students
  
- III. Manages the Learning Environment
  - A. Uses time efficiently
    1. Handles non-instructional tasks efficiently
    2. Uses instructional time appropriately
  - B. Maintains effective physical setting for instruction
  - C. Maintains appropriate student behavior in the classroom
    1. Monitors behavior
    2. Intervenes when necessary using low profile interventions

**Date(s) Revised:** 07/2018

Cirrus Academy Charter School will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation so long as the accommodation does not create an undue financial hardship for the district.