



Cirrus Academy Charter School Job Description

Official Title: Special Education Teacher

Length of Work Year: 190 Days

Summary Description of Classification: The Special Education Teacher with the appropriately aligned consultative descriptor and content descriptors will provide direct instruction for students who have an IEP and who receive services through the Special Education Department at Cirrus Academy Charter School.

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. Advanced knowledge regarding adolescent growth and development.
2. Knowledge of school administrative functions and finance preferred.
3. Ability to read and interpret documents such as safety rules, computer hardware and software operating and maintenance instructions, and procedure manuals.
4. Ability to prepare routine reports and correspondence.
5. Ability to write lesson plans, syllabus, and other school related materials.
6. Ability to speak effectively and demonstrate a pleasant telephone voice.
7. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
9. While performing the duties of this job, the employee is required to use a computer.
10. Considerable knowledge of PC operations and software (Word processing, database and spreadsheet)
11. Ability to be a liaison with other professionals, such as social workers, speech and language therapists and educational psychologists; liaising closely with parents and guardians

Education, Training and Experience: Bachelors' Degree in Special Education or related field.

Certificate and License Requirements: Valid Georgia Teaching Certificate in Special Education or related services field of special education.

Physical Demands: The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Ability to stand and walk approximately eight (8) to eight and one-half (8 1/2) hours of the day; ability to lift up to twenty (20) pounds frequently and over (100) pounds occasionally: ability to stoop, kneel, bend, climb stairs, crawl, crouch and stand for extended periods of time and move objects and materials. Crisis intervention may require participating in physical restraints. As needed must be able to lift and/or move non-ambulatory students using a Hoyer lift.

Special Requirements:

1. Valid Georgia Driver's License.
2. Required to attend school meetings, programs and activities outside the instructional day as mandated by administration.

Paid Overtime (Y/N):

Duties and Responsibilities:

1. Maintain neat and orderly work area.
2. Demonstrate promptness and accuracy in completing assigned tasks in submitting reports.
3. Maintain all records in a complete and accurate manner.
4. Set high expectations for student progress.
5. Implement Individual Education Plans.
6. Monitor student progress through progress monitoring, benchmarking and other forms of data collection techniques.
7. Complete online grade reporting according to district guidelines.

8. Monitor and assist in the development of accommodations in the general education curriculum.
9. Utilize classroom paraprofessionals efficiently to maximize student learning.
10. Develop and utilize appropriate lesson plans.
11. Make effective use of instructional time.
12. Attend all staff meetings.
13. Familiarize your general education teachers and administrators with your program and your skills.
14. Recommend changes in students' placement when appropriate.
15. Conduct Annual Reviews in accordance with established procedure.
16. Work in cooperation with general education school personnel in the response to intervention process and in the diagnosis and placement of exceptional children.
17. Make personal contact with all general education teachers through consultation or co-teaching instructional models who serve students with disabilities. Provide these teachers with information that will help them accommodate and or differentiate instruction for students.
18. Handle all confidential information in a professional and confidential manner.
19. Serve as liaison between parent/school staff when necessary to do so.
20. Communicate with parents in an ongoing and timely manner.
21. Schedule parent-teacher conferences according to district guidelines.

Itinerant Personnel:

22. Keep the Special Education Director informed of specific daily schedules
23. Assure that all principals have current and accurate copies of entire schedule.
24. Sign in and out of buildings.
25. Take ½ hour for lunch. Itinerant staff members are expected to eat in school lunchrooms unless the principal involved allows teachers to eat elsewhere on campus. Itinerant teachers are not to stop at restaurants or conduct personal business between scheduled visits.
26. Submit expense forms monthly.

Class Established:

Date(s) Revised: 07/18

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.