JOB DESCRIPTION

POSITION TITLE: Teacher, Extended School Year  
JOB CODE: 119

DIVISION: Academic - Support and Specialized Services  
SALARY SCHEDULE: Teacher

DEPARTMENT: Special Education  
WORK DAYS: N/A

REPORTS TO: Supervisor, Special Education  
PAY GRADE: CIT (4,5,6, or 7)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides instruction to students with disabilities in the Extended School Year program.

REQUIREMENTS:

1. Education Level: Bachelor Degree required
2. Certification/License Required: Valid Georgia Teaching Certificate in Special Education
3. Experience: None; 1 year successful teaching experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

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

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Develops and implements lesson plans.
3. Provides daily instruction in appropriate curriculum to students with disabilities.
4. Provides appropriate classroom behavior management.
5. Collects and inputs student data on a weekly basis.
6. Completes required paperwork in a timely manner.
7. Determines and requests instructional materials and equipment needed.
8. Attends meetings as required.
9. Maintains prompt and professional communication with parents.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________________________________________ Date ____________________________

Signature of Supervisor ___________________________________________________________ Date ____________________________