



Job Title:	EGB K-4 Grade Gen Ed Teacher
FLSA Status:	Exempt
Department:	Elementary Grade Band
Dept Code:	EGB
Job Code:	085, 101, 102, 103, or 104
Primary Supervisor:	Assistant Principal or School Director
Secondary Supervisor:	Superintendent
Grade Band Served:	EGB
Location:	In-Person/ On-site
Minimum Hours/Days:	7:15am to 3:30pm, Monday through Friday
Salary Range starts at:	\$46,350.00/per year

SUMMARY: The K-4 Grade Gen Ed Instructional Teacher oversees the instructional needs of assigned students and the organizational / administrative tasks needed to carry out engaging and appropriate instruction.

ESSENTIAL FUNCTIONS: The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities and/or duties required; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Responsibilities include, but are not limited to:

Student Management Roles:

- Refer students in a timely matter to all support systems as needed
- Provide data to content academic teachers as needed

Instructional Roles:

- Provide students with synchronous and asynchronous learning opportunities
- Follow protocol for creating / updating lesson plans
- Administer student assessments with fidelity and according to procedures on behalf of general education teachers as needed
- Manage documentation on instruction provided outside of classes
- Instructional research and planning
- Collect and review data to adjust instruction
- Review feedback from observations and implement suggestions for improvement

Grading Roles:

- Ensure all assessments are complete
- Keep grades updated in LMS/SIS
- Provide timely feedback to students on all assignments

Communication Roles:

- Provide Parent with professional and timely communication
- Read and respond to all emails within twenty-four (24) hours (1 business day)
- Update the Infinite Campus contact log the same day a communication contact is made with a family
- Schedule conferences with families as needed

Meeting/Outing Roles:

- Attend and/or provide documentation for all student specific meetings (IE: IEP/SST/RTI/504/EL)
- Attend and actively participate in all required professional meetings (DDI, Staff, Department, PLC, Content Planning, Professional Development F2F and Virtual)
- Attend student outings and district-wide events

Professional Roles:

- Actively support the collaboration of colleagues in teaching partnership, team, content area, grade level, school band, and district

- Complete all required trainings
- Participate in EOG/EOC Assignment
- Comply with all written policies and procedures in teacher, district, and CCA handbooks
- Stay logged on to Zoom during working hours if the school has transitioned to virtual instruction due to a Pandemic, an Epidemic, Inclement Weather, or other emergency situation.
- Complete all TKES platform tasks and responsibilities during assigned timeframe
- Complete other tasks/duties as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund.

Supervisory Responsibilities: This position has no formal supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Integrity/Ethics:** Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leaders to meet goals, welcomes new-comers, and promotes a team atmosphere.
- **Professionalism:** Be professional at all times in communications, appearance, work product, and in representing Coweta Charter Academy in a positive manner.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree in Education AND
- Two (2) years of experience teaching in grades K-4 OR
- Equivalent combination of education and experience

CERTIFICATES AND LICENSES:

- GA PSC Education Certificate
- *desired* TKES/LKES credentialed
- Clear Fingerprint/Background Check Required

OTHER REQUIRED QUALIFICATIONS:

- Knowledge of state and federal laws, and other pertinent laws regarding K-8 Education as they relate to applicable duties
- Knowledge of the Georgia Performance Standards and GADOE Implementation Manual
- Knowledge of MTSS process, procedures, and data collection
- Knowledge of GaDOE CCRPI
- Knowledge of principles, theories, practices, methods, and techniques used in reading instruction
- Strong data-collection, differentiation, and specialized instructional strategy skills
- Ability to adapt learning plans to meet various needs and learning styles
- Ability to create engaging lessons utilizing a variety of instructional strategies
- Ability to manage the classroom environment effectively
- Ability to read and interpret student academic data and educational reports
- Ability to inspire students to reach improvement initiatives and goals
- Experience working with diverse student populations
- Ability to be flexible and adaptive to ensure excellent student outcomes
- General knowledge of computers, computer commands, peripherals, and various operating systems
- Proficiency using computer-based software and online resources
- Ability to rapidly learn and adapt to new technologies, teaching platforms, and online tools/resources
- Advanced/Proficient in MS Excel, MS Word, MS PowerPoint, Project, Visio, OneNote, and G-Suite
- Familiarity with online synchronous teaching should it be necessary to transition due to Pandemic, Epidemic, or inclement weather concerns
- Ability to display a professional attitude in working with school personnel, parents, and students
- Ability to communicate well with school personnel, parents, students, and office staff while complying with the confidentiality requirements in local, state, and federal policies

- Demonstrates strong interpersonal skills using tact, patience, and courtesy
- Excellent presentation and public speaking skills
- Communicate effectively; both orally and in writing
- Ability to work independently as well as collaborate effectively within a team
- Ability to problem solve independently with strong critical thinking, planning, and implementation skills
- Excellent organization skills, including ability to incorporate methods and build systems that can be used across the district
- Outstanding attention to detail and strong decision-making skills
- Demonstrate initiative and the ability to handle multiple tasks simultaneously
- Ability to manage competing priorities within established deadlines
- Dependable and able to work under pressure
- Strong work ethic and self-motivation
- Must be able to manage large volumes of paperwork and maintain adequate records
- Demonstrate prompt and regular attendance
- Believe in the mission of Coweta Charter Academy
- Maintain a professional home office without distraction during 8-4 workday should you need to transition to teaching virtually due to Pandemic, Epidemic, or inclement weather concerns.
- Consistent access to reliable high-speed internet should you need to transition to teaching virtually due to Pandemic, Epidemic, or inclement weather concerns.
- Valid driver's license and availability of private transportation
- Ability to travel 10% of the time as required.

DESIRED QUALIFICATIONS:

- Advanced Degree in Teaching, or related field of study
- Gifted, ESOL, or SE certifications or endorsements
- TKES/LKES credentialed
- Proficient/Advanced data analysis skills
- Three (3) years of experience working in a similar capacity
- Google Certifications
- Proficient/Advanced G Suite for Education skills
- Proficient/Advanced experience with Microsoft Office Excel, OneNote
- Experience using NWEA MAP, iReady, WriteScore, Typing.com, BrainPOP, Nearpod, etc.
- Experience with Securly
- Experience with CLEVER
- Proficient/Advanced experience with Infinite Campus (SIS)
- Proficient/Advanced experience with Schoology (LMS)
- Proficient/Advanced experience with Chalk (Lesson Plan Platform)
- Proficient/Advanced in use of Zoom conferencing tool
- Three (3) years virtual educational environment experience
- Previous experience as a Parent, Advisor, or Teacher at Coweta Charter Academy
- Previous experience as an online educator or service provider
- Previous experience with online educational tools/curriculum/assessments
- Bi-lingual

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a Monday through Friday, 7:15am to 3:30pm, 5 days/week, in-person, on-site position that may require traveling up to 10% of the time.
- During critical/emergency periods, additional days or virtual instruction may be required.
- In-person attendance at professional development, training, conferences, job fairs, meetings, school events, marketing events, and testing sites will be required several times per year.
- Ability to stand and walk for extended periods is required.
- Light lifting up to 30lbs is required.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund. All employment is “at-will” as governed by the law of the state where the employee works. It is further understood that the “at-will” nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.