

# Special Education Teacher Job Description

## Coweta Charter Academy

**Position Title:** Special Education Teacher / Case Manager

**Reports To:** Principal or Designee

**Work Schedule:** 7:30 a.m. – 3:30 p.m. (Monday–Friday)

**Employment Term:** 190 Days (or as designated by school calendar)

## Position Summary

The Special Education Teacher at Coweta Charter Academy is responsible for providing specialized instruction and support to students with disabilities in accordance with their Individualized Education Programs (IEPs). The Special Education Teacher serves as the case manager for assigned students and ensures compliance with all federal, state, and local special education regulations.

This role requires strong organization, collaboration, and communication skills. The Special Education Teacher works closely with general education teachers, related service providers, administrators, and families to ensure that students receive appropriate services and make meaningful academic and behavioral progress. The teacher is responsible for managing IEP documentation, collecting and analyzing student data, monitoring progress toward goals, and facilitating IEP meetings.

The standard workday for teachers is 7:30 a.m. to 3:30 p.m., which includes time for instruction, planning, collaboration, documentation, and communication with families and staff.

## Essential Duties and Responsibilities

### Case Management and IEP Responsibilities

- Serve as the case manager for assigned students with disabilities
- Ensure all IEPs are developed, implemented, and maintained in compliance with federal, state, and local regulations
- Schedule, coordinate, and facilitate IEP meetings, including annual reviews, eligibility meetings, and reevaluations
- Provide parents and staff with required notices and documentation within established timelines
- Maintain accurate and organized special education records and documentation
- Monitor compliance with IEP timelines and service delivery requirements
- Collaborate with administrators and special education staff to ensure adherence to special education procedures and policies

### Instruction and Student Support

- Provide specialized instruction aligned to the Georgia Standards of Excellence and individualized student goals
- Implement accommodations and modifications as outlined in each student's IEP
- Differentiate instruction to meet the unique academic, behavioral, and developmental needs of students with disabilities
- Support student access to the general education curriculum

- Maintain high expectations for student achievement and independence
- Use evidence-based instructional strategies to support student learning and skill development
- Create a structured, supportive learning environment that promotes student engagement and success

## **Data Collection and Progress Monitoring**

- Collect and maintain ongoing data related to student performance and IEP goal progress
- Use data to inform instructional decisions and adjust interventions as needed
- Complete required progress reports according to established timelines
- Communicate student progress toward IEP goals to parents and guardians
- Maintain documentation of interventions, accommodations, and student performance
- Participate in problem-solving and student support meetings as needed

## **Collaboration with General Education Teachers and Staff**

- Work collaboratively with general education teachers to support students in the general education setting
- Provide guidance to teachers regarding accommodations, modifications, and instructional strategies
- Participate in co-planning and problem-solving to support student success
- Communicate regularly with staff regarding student progress and needs
- Support implementation of inclusive practices and shared responsibility for student learning
- Collaborate with related service providers, support staff, and administrators to coordinate services

## **Communication with Parents and Families**

- Establish and maintain consistent communication with parents and guardians regarding student progress and needs
- Provide clear and timely updates on academic and behavioral performance
- Respond to parent communication in a professional and timely manner
- Facilitate productive and respectful IEP meetings that encourage parent participation
- Communicate concerns early and collaborate with families to support student success
- Maintain accurate documentation of parent communication

## **Compliance and Professional Responsibilities**

- Maintain confidentiality of student records and information in accordance with federal and state laws
- Follow all special education policies, procedures, and timelines
- Participate in required professional development related to special education and instructional practices
- Maintain current knowledge of special education regulations and best practices
- Demonstrate professionalism, reliability, and attention to detail
- Support school initiatives and contribute positively to the school culture

## **Work Schedule and Expectations**

Teachers are expected to be present and actively engaged during the full workday from 7:30 a.m. to 3:30 p.m. Responsibilities during this time may include:

- Providing specialized instruction and support
- Collaborating with general education teachers
- Conducting IEP meetings and conferences

- Collecting and analyzing student data
- Completing documentation and progress reports
- Communicating with parents and staff
- Supervising students as assigned

Occasional additional time may be required to complete required documentation, attend meetings, or participate in professional development activities.

## **Qualifications**

### **Education and Certification**

- Bachelor's degree from an accredited college or university required
- Valid Georgia teaching certificate in Special Education required
- Knowledge of special education laws, regulations, and procedures

### **Knowledge, Skills, and Abilities**

- Strong understanding of special education compliance requirements and IEP processes
- Ability to manage multiple responsibilities and timelines effectively
- Skill in collecting, analyzing, and using student data to support instruction
- Strong collaboration and communication skills
- Ability to work effectively with students with diverse learning needs
- Strong organizational and time management skills
- Ability to maintain accurate and confidential records

## **Physical Requirements**

- Ability to stand, walk, and actively supervise students throughout the school day
- Ability to assist students as needed in classroom and school settings
- Ability to lift instructional materials and supplies up to 25 pounds
- Ability to communicate clearly and effectively with students and adults

## **Professional Expectations**

Special Education Teachers at Coweta Charter Academy are expected to:

- Maintain compliance with all special education requirements and timelines
- Provide high-quality instruction and support to students with disabilities
- Communicate consistently and professionally with families and staff
- Maintain accurate and timely documentation
- Demonstrate professionalism, integrity, and attention to detail
- Collaborate effectively with general education teachers and support staff
- Maintain regular attendance and punctuality