

K-8 Teacher Job Description

Coweta Charter Academy

Position Title: Classroom Teacher

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 Classroom Teacher at Coweta Charter Academy is responsible for delivering high-quality, standards-based instruction that promotes strong academic achievement and supports student growth. Teachers establish structured classrooms with clear expectations, consistent routines, and engaging instruction that maximizes learning time.

Teachers play a critical role in fostering a positive learning environment where students are supported academically, socially, and emotionally. They are expected to maintain high expectations for all learners, use data to guide instructional decisions, and continuously reflect on their practice to improve student outcomes.

Strong communication with parents and guardians is an essential responsibility of this role. Teachers are expected to build positive relationships with families, provide regular updates on student progress, and work collaboratively with parents to support student success.

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

Essential Duties and Responsibilities

High-Quality Instruction and Academic Achievement

- Deliver rigorous, standards-based instruction aligned to the Georgia Standards of Excellence and the school's adopted curriculum
- Plan and implement daily lessons with clear learning targets, structured instruction, and purposeful student engagement
- Use research-based instructional strategies to support student mastery of grade-level standards
- Differentiate instruction to meet the academic needs of all students, including those requiring additional support or enrichment
- Maintain high expectations for student achievement and academic growth
- Provide timely, specific feedback to students to support continuous improvement
- Maintain an orderly, focused learning environment that maximizes instructional time
- Use formative and summative assessments to monitor student progress and guide instruction
- Prepare students to demonstrate proficiency on state and local assessments

Communication with Parents and Families

- Establish consistent and positive communication with parents and guardians regarding student progress, behavior, and academic expectations
- Provide regular updates on student performance, including both strengths and areas for growth

- Respond to parent communication in a professional and timely manner
- Schedule and participate in parent conferences as needed
- Communicate concerns early and collaborate with families to support student success
- Maintain accurate records of parent communication when concerns or interventions are required
- Partner with families to reinforce expectations for attendance, behavior, and academic responsibility
- Foster a culture of trust, transparency, and shared responsibility for student success

Classroom Environment and Student Management

- Establish clear behavioral expectations and classroom routines that promote student responsibility and self-discipline
- Maintain a safe, respectful, and structured learning environment
- Address student behavior promptly and consistently using school-approved procedures
- Supervise students during instructional and non-instructional times as assigned
- Promote positive relationships and mutual respect among students
- Maintain accurate attendance and behavior records

Collaboration and Professional Responsibilities

- Participate in professional learning communities (PLCs), grade-level meetings, and staff development activities
- Collaborate with colleagues to plan instruction, analyze student data, and improve instructional practices
- Engage in ongoing professional learning to strengthen instructional effectiveness
- Maintain professional relationships with students, families, and staff
- Attend faculty meetings, professional development sessions, and school events as required
- Support school initiatives and contribute positively to the school culture
- Demonstrate professionalism, reliability, and a commitment to student success

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:

- Morning supervision and student arrival
- Direct instruction
- Planning and preparation
- Collaboration with colleagues
- Parent communication
- Professional meetings
- Student supervision and dismissal

Teachers may also be required to participate in occasional after-school events, conferences, or professional development sessions that support student achievement and school operations.

Qualifications

Education and Certification

- Bachelor's degree from an accredited college or university required

- Valid Georgia teaching certificate or eligibility for certification required

Knowledge, Skills, and Abilities

- Strong understanding of effective instructional practices and classroom management
- Ability to deliver high-quality instruction aligned to academic standards
- Skill in using student performance data to guide instruction and improve outcomes
- Strong communication and relationship-building skills with students, families, and colleagues
- Ability to maintain high expectations for student learning and behavior
- Strong organizational and time management skills
- Commitment to continuous professional growth

Physical Requirements

- Ability to stand, walk, and actively supervise students throughout the school day
- Ability to move throughout the classroom and school campus
- Ability to lift instructional materials and supplies up to 25 pounds
- Ability to communicate clearly and effectively with students and adults

Professional Expectations

Teachers at Coweta Charter Academy are expected to:

- Demonstrate a strong commitment to student learning and academic excellence
- Maintain high expectations for all students
- Communicate consistently and professionally with families
- Maintain confidentiality of student information
- Model professionalism, integrity, and ethical conduct
- Contribute to a positive and collaborative school culture
- Maintain regular attendance and punctuality