



Job title	<i>Special Education Teacher</i>
Reports to	<i>Director of Special Education</i>
Direct Report(s)	<i>None</i>
Salary	<i>\$45,000</i>

Job Summary

This Special Education Teacher is responsible for managing students that have a variety of disabilities, in an interesting, stimulating, and effective manner in the learning environment. The Special Education advisor is responsible for providing IEP services and managing a student caseload. The Special Education Teacher interacts synchronously and asynchronously with the student(s) through a variety of methods, provides curriculum resources to meet the child's individual needs including tutorials, e-mails, and phone calls. This is a full-time, year round position. The Special Education Teacher works online from a home-based office. Some local travel to statewide learning centers and elsewhere may be required.

Main Responsibilities

- **Instruction and Student Achievement**
 - Learn the Georgia Online Academy, Inc., curriculum for assigned grade levels and subjects
 - Demonstrate knowledge of state standards, testing requirements, and graduation requirements within the core content
 - Evaluate and provide feedback for subjective questions in the students' assessments.
 - Monitor Discussion Boards / Forums to answer student questions and resolve issues within 24 hours of the original posting.
 - Supplement and reinforce the curriculum with online and offline materials and activities
 - Use information generated from the student's performance to make data-driven decisions and adjustments to the curriculum and learning model.
 - Provide intervention tasks for students to complete to gain knowledge, skills and confidence to raise achievement and address weaknesses on a particular learning standard.
 - Collaborate with Special Education Coordinator to develop IEPs.
 - Collaborate with Special Education Coordinator on progress monitoring for students with disabilities
 - Provide special education services identified on the IEPs of students with disabilities. Special Education teachers may be required to provide academic, behavioral, and/or independent functioning services.
 - Provide Virtual Direct Instruction and/or Virtual Direct Consultation for

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students for assigned grade levels and subjects



- **Maintain the Learning Environment**
 - Initiate and strengthen relationships with students and their families through many different interactions

Professional Responsibilities

- Build community by contributing to school message boards, newsletter and events
- Participate in staff meetings and professional development sessions
- Communicate with colleagues and supervisors on a regular basis
- Maintain confidentiality as required by the school and by law
- Request student records from previous school
- Maintain and adhere to IEP timelines for annual reviews and re-evaluation dates
- Ensure that all regular education teachers have copies of student accommodations and modifications
- Ensure that all IEPs for new incoming students are completed within 10 days of student's enrollment
- Maintain records of all IEPs submitted from previous school student attended
- Additional duties as assigned

Key Relationships

- Internal: Advisors, Special Education Teachers, Director of Instruction, and Special Education Coordinator
- External: Parents/Guardians, Students, Charter Board, State Department of Education

Key Behavioral Competencies

- Personal Accountability - When committing to do something, does it decisively, responsibly and with urgency. Can be relied on consistently, including:
 - Demonstrates a strong sense of urgency through prioritizing and following through on commitments
 - Drives hard to meet and frequently exceed goals and objectives within tight timeframes.

Decision Making

- Makes timely decisions
- Takes bold, decisive action or makes commitments, despite risks, conflict or uncertainty, after considering the available courses of action and the needs and values of others.



Adaptability

- Responds to change with a positive attitude and a willingness to learn new ways of working.
- Seeks new skills, behaviors and knowledge to increase personal performance capabilities.

Relationship-Building

- Establishes rapport with people easily
- Develops and maintains a network of contacts who can provide information, help and access to others.
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Background

- Bachelor degree
- Minimum two years teaching experience in a traditional (brick & mortar) or virtual school preferred
- Experience teaching or participating in an e-learning/online learning course preferred
- State Teacher Certification in Special Education or approved alternative certification

Content proficiency

- Baccalaureate or Advanced degree in the subject to be taught, or
- Passed a rigorous state content exam in the subject
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Proficiency with multimedia communication tools, such as discussion boards, web logs, email, instant messaging and audio podcasts
- Ability and availability to travel within the state as needed
- High degree of flexibility
- Demonstrated ability to thrive in a fast-paced work environment
- Experience developing and revising curriculum preferred

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment
- Demonstrated ability to thrive in a fast-paced work environment

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Graduation Achievement Charter High School Philosophy

Graduation Achievement Charter High School is the standard for providing students with creative choices for their future. Proper resources, sufficient support, and the flexibility to differentiate instruction are essential. The most important resource is strong collaboration among stakeholders, starting with an outstanding staff and students invested in their own success. Effective educators engage all students in the teaching and learning process, provide them with the right tools to take charge of their own learning, and facilitate a successful transition to independent lifelong learning.

Graduation Achievement Charter High School Mission

The mission of Graduation Achievement Charter High School is to provide historically underserved students with a flexible and highly individualized virtual high school experience.

An Equal Opportunity Employer

It is the policy of Graduation Achievement Charter High School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.