



**UTOPIAN**  
ACADEMY FOR THE ARTS

**TALENT & RECRUITMENT DEPARTMENT**

[www.utopianacademy.com](http://www.utopianacademy.com)

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**JOB TITLE:** Special Education Teacher

**About Utopian Academy for the Arts:**

Utopian Academy for the Arts is an independent public charter school serving middle school children and families throughout Clayton County, GA. Utopian Academy was approved by the State Charter Schools Commission of Georgia and will operate as a Local Education Agency (LEA). The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit of having a gender-based classroom environment, longer school day, longer school year, Saturday school, and classes in the dramatic, media, and culinary arts for students in Clayton County, GA.

**Responsibilities**

- Provide direct and indirect instruction;
- Participate in SST meetings;
- Develop IEP's according to the needs of the student;
- Long and short-term planning addressing individual needs of student's IEP;
- Provide student-focused and teacher-focused content development;
- Provide initial focus, content emphasis, and linking;
- Plan engaging lessons and projects and act as a facilitator;
- Assess, encourage, report, and monitor student progress;
- Use instructional time appropriately;
- Maintain an effective physical setting for instruction;
- Maintain and encourage appropriate student behavior in the classroom;
- Monitor behavior and intervene when necessary;
- Follow professional practices consistent with school policies in working with students, students' records, parents and colleagues;
- Is available to students and parents for conferences according to school policy;
- Facilitate home-school communication through conferencing, telephoning, and written communication (newsletter, reports, etc.);
- Maintain confidentiality at all times of students and students records by refraining from speaking or communicating outside of a public school setting with or around unauthorized individuals;
- Work cooperatively with school administrators, other special support personnel, colleagues, and parents;
- Comply with school policies and charter provisions;
- Enforce regulations concerning student conduct and discipline;
- Provide adequate information, plans, and materials for substitute teachers;
- Maintain accurate, complete, and appropriate records and files and reports promptly;

- Attend and participate in faculty meetings, collaborative meetings with colleagues, and other assigned meetings and activities in accordance to school policy;
- Demonstrates professional and ethical practices in teaching;
- Model correct use of language, oral and written;
- Demonstrate accurate and up-to-date knowledge of content;
- Implement the designated curriculum;
- Maintain lesson plans according to school policy;
- Assign reasonable tasks and homework to students;
- Take precautions to protect records, equipment, materials, and facilities;
- Assume responsibility for supervising students in out-of-class settings;
- Use appropriate methods for continuous evaluation of instruction and learning;
- Evaluate and report student progress regularly;
- Assist the regular classroom teacher in developing and modifying lessons, activities, and tests to meet the needs of the inclusion student;
- Assist in educating the staff on the needs of the special education population;
- Assist with standardized test administration as needed
- Perform other duties, as deemed appropriate, by the Principal.

### **Qualifications**

- BA or BS Degree in Special Education;
- State certification as a special education teacher and any other credentialing required and applicable;
- Knowledge of the SST process
- Knowledge of special education processes
- Demonstrated ability to communicate and work effectively with parents;
- Demonstrated ability to adapt to individual specific needs;
- Demonstrated ability to adapt to differences and changes in characteristics of students, programs, leadership, staff, and community;
- Demonstrated ability to utilize varied teaching methodologies to accommodate students' unique learning styles;
- Demonstrated ability to evaluate tests and measures of achievement;
- Demonstrated ability to work effectively as a team member;
- Demonstrated organizational ability

### **HOW TO APPLY:**

Application and materials must be submitted electronically to [talent@utopianacademy.com](mailto:talent@utopianacademy.com)

PLEASE STATE POSITION APPLIED FOR IN THE SUBJECT LINE OF

ELECTRONIC SUBMISSION. **Applications will be reviewed on a rolling basis.**

- **Completed Application** for Employment including:
- Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school.

Please cite specific and measurable examples from your practice that make you a fit for our Science Teacher position.

- Resume
- Valid Copy of your teaching certificate or steps that you will obtain to secure a valid certificate for the position applied for.
- 3 Current Letters of Recommendation with contact information