



## Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE  
1150 E. Grand Avenue, Suite 2  
Carbondale, IL 62901  
618.457.3591 FAX ~ 618.457.2043



**Janice Pavelonis**  
Superintendent

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### POSITION NOTICE ELEMENTARY SPECIAL EDUCATION TEACHER

**QUALIFICATIONS:** Applicant must have at least a B.S. Degree with a valid Illinois Special Education Professional Educators License (LBS 1 Endorsement). Must meet the qualifications and requirements as specified in Title 23, The Illinois Administrative Code.

**SPECIAL SKILLS:** Knowledge of the characteristics of student learning processes, curriculum and instruction, and classroom management skills. Must be willing to fulfill the Duties and Responsibilities as detailed below.

**ASSIGNMENT:** Lewis School

**SALARY RANGE:** As per Salary Schedule Placement

**CONTACT:**

**Marilynn Ross, Principal**

Lewis School  
801 S. Lewis Lane  
Carbondale, IL 62901  
(618) 457-2632  
Attn.: Special Education Teacher

**POSTED: August 6, 2024**

**Applications Accepted Until Position is filled.**

**Only Online Applications will be accepted and are available on our website:**

[www.ces95.org/employment](http://www.ces95.org/employment)

**Carbondale Elementary School District is an Equal Opportunity Employer**

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**Board of Education**

Catherine Field, President  
Tarnisha Green

Imani McHenry

Markida Roper, Vice President  
Stacye Saunders

Corey Cawthon, Secretary  
Aimee Wigfall

## **Duties and Responsibilities**

1. Participates in multi-disciplinary staff conferences.
2. Assists in development, planning and implementation of the Individual Educational Programs or 504 plans.
3. Provides differentiated services and instruction designed to appropriately respond to the needs of students with or without disabilities.
4. Participates in annual review of each student to determine progress and appropriate services.
5. Participates in selecting and requisitioning appropriate materials to accomplish program goals.
6. Prepares a caseload form and a time schedule for all classes and activities conducted under the teacher's supervision.
7. Prepares and leaves in the classroom lessons plans for several days work for normal instruction and for a substitute in the event the teacher is absent.
8. Co-operates with other teachers in directing the learning experiences of students through implementation of planned instruction.
9. Determines student progress through implementation of appropriate evaluation methods and instruments.
10. Maintains accurate records of student academic progress and student attendance.
11. Provides supervision and enforces classroom and building management plans as incorporated in the District Discipline Code.
12. Ensures the care and proper usage of school property and prepares an annual inventory as required to complete the general and instruction requisition.
13. Participates in the continuing in-service program of the district.
14. Conducts parent conferences regarding student progress.
15. Assumes reasonable duties as directed by the Principal and/or District Administration.

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