



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

POSITION NOTICE SPECIAL EDUCATION TEACHER (2025-2026 School Year)

QUALIFICATIONS: Applicant must have at least a B.S. Degree with a valid Illinois Special Education Teaching Certificate (Type 10 Illinois Teacher Certification LBS 1 Endorsement). Preferred: Co-teaching experience, middle school math endorsement or math experience, PBIS experience and Reading Specialist). 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.

SALARY RANGE: As per Salary Schedule Placement

ASSIGNMENT: Carbondale Middle School

CONTACT:

Christopher Rutledge, Principal
Carbondale Middle School
1150 E. Grand Avenue
Carbondale, IL 62901
(618) 457-3591
Attn.: Special Education Teacher

POSTED: November 1, 2024

Applications Accepted Until Position is Filled

Only Online Application will be accepted and are available on our website:
www.ces95.org/employment

Carbondale Elementary School District is an Equal Opportunity Employer

Board of Education

Catherine Field, President
Renada Greer

Imani McHenry

Markida Roper, Vice President
Stacy 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 building and/or district administration.

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