



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 **4th GRADE ELEMENTARY TEACHER** **(2025-2026 School Year)**

QUALIFICATIONS: Applicant must have a valid Illinois Professional Educator License and meet requirements as specified in Title 23, The Illinois Administrative Code.

SPECIAL SKILLS: Knowledge of the characteristics of student's learning process, curriculum, instruction, classroom management skills, and is familiar with the New Illinois Learning Standards. Must be willing to fulfill the duties and responsibilities as detailed below.

SALARY: Per Salary Schedule Placement on the CEA CBA located in the [CEA Collective Bargaining Agreement](#)

ASSIGNMENTS: Lewis School – 4th Grade

CONTACT: **Dr. Marilynn Ross, Principal**
Lewis School
801 S. Lewis Lane
Carbondale, IL 62901
(618) 457-2632
Attn: Elementary Teacher

POSTED: **December 20, 2024**
Applications accepted until position is filled.

Only Online Applications 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
Stacye Saunders

Corey Cawthon, Secretary
Aimee Wigfall

DUTIES AND RESPONSIBILITIES:

1. Is knowledgeable of the New Illinois Learning Standards.
2. Is knowledgeable of assessment practices and data analysis for instructional purposes.
3. Uses all district resources available and adopted to support instructional programs.
4. Communicates and cooperates with other staff members, support personnel and administration.
5. Participates collaboratively in professional growth activities and seeks to improve teaching skills including ongoing applied professional growth groups.
6. Prepares a time schedule for all classes and activities conducted under the teacher's supervision.
7. Prepares and leaves in the classroom lesson plans for several days work for normal instruction and for a substitute in the event the teacher is absent.
8. Directs the learning experiences of students through appropriate instructional planning, preparation and teaching utilizing instructional strategies adopted, implemented, and/or supported by the district.
9. Determines student progress through implementation of appropriate and approved evaluation methods and instruments.
10. Maintains accurate records of student academic progress and student attendance in accordance with the district grading policy.
11. Provides supervision and enforces classroom and building management plans as incorporated in the District Parent/Student Handbook.
12. Ensures the care and proper usage of school property and prepares an annual inventory as required to complete the general and instructional requisition.
13. Participates collaboratively in the continuing in-service programs of the district.
14. Communicates professionally and effectively, both orally and in writing with parents and colleagues.
15. Maintains required records and documentation for Data Teams.
16. Assumes reasonable duties as directed by building and District administration.

Board of Education

Catherine Field, President
Renada Greer

Imani McHenry

Markida Roper, Vice President
Stacye Saunders

Corey Cawthon, Secretary
Aimee Wigfall