



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 2nd Grade Elementary Teacher

QUALIFICATIONS: Applicant must have a B.S. Degree in Elementary Education with a valid Illinois Professional Educator License and 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 follows.

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

ASSIGNMENT: Thomas School

CONTACT: **Robby Clark-Stokes, Principal**
Thomas School
1025 N. Wall Street
Carbondale, IL 62901
(618) 457-6226
Attn: Elementary Teacher

POSTED: March 28, 2025

Applications accepted until position is filled.

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

Carbondale Elementary School District is an Equal Opportunity Employee

Board of Education

Tarnisha Green	Catherine Field, President Imani McHenry	Vacant, Vice President Vacant	Corey Cawthon, Secretary Aimee Wigfall
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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/or District administration.

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