

# Clarksville Elementary School

*Home of the Generals*

700 North Randolph Avenue  
Clarksville, IN 47129

812-282-1447 phone  
812-280-5019 fax



## Notice of Vacancy

### CES Building Substitute Teacher

Title:	CES Building Substitute Teacher
Classification:	Hourly (Non-Exempt)
Pay Range:	\$17.00 to \$22.50 (based on education and experience)
Duration:	178 days/school year
Hours:	7.5 hours/day
Reports to:	Building Principal

*Benefits eligible: This position is eligible for employee level medical coverage, dental, and vision as well as personal and sick days.*

#### **Qualifications:**

- A minimum of a valid Substitute Permit, Emergency Permit, Indiana Teaching License or a valid license in another State with the ability to obtain an Indiana License or permit.
- Must have a working knowledge of computers and their capabilities.
- Effective written and spoken communication skills.
- Ability to build positive relationships with student, parents, staff, and the community.

#### **Responsibilities:**

- Provides classroom support when a teacher is absent.
- Flexible to move from classroom to classroom daily serving as the substitute teacher.
- Maintains and continues education of content, curriculum, methods, materials, and equipment appropriate for student instruction.
- Implements the teachers lesson plans.
- When placed in a long-term assignment the substitute will plan lessons based on school objectives and the needs/abilities of students.
- Ensures that instructional environment is inviting, clean, safe, and conducive to learning.
- Coordinates instructional activities with other professional staff both school and non-school based, to maximize learning opportunities.
- When necessary assesses student achievement and maintains appropriate documentation for institutional and individual reporting purposes.
- Establishes and maintains effective working relationships with students, peers, and

- parents.
- Participates in staff and curriculum development activities and meetings as required.
  - When appropriate administers, scores, and records local achievement and diagnostic tests as the teacher recommends for individual study.
  - Work with individual students or small groups to reinforce learning of materials and/or skills.
  - Assists students with instructional materials assigned but the teacher to promote on-going skill development.
  - Assists students with independent study, enrichment and remedial work as assigned by the teacher.
  - Assists with large group activities such as drill work, reading aloud, etc.
  - Reads to students; listens to students read and participates in their forms of oral communication with students.
  - Checks notebooks, corrects papers, supervises testing and make-up work as assigned by the teacher.
  - Performs other related duties as assigned by Principal and/or other designee.

**Application Process:**

- Letter of interest, resume, and application  
*\*Certified Teaching application is located on the Clarksville Community School Corporation website at [www.clarksvilleschools.org](http://www.clarksvilleschools.org).*

**Submit Application Materials via email to:**

Carey Davis, Principal, at [cdavis@clarksvilleschools.org](mailto:cdavis@clarksvilleschools.org)

**Deadline to apply:** until filled

**CLARSVILLE COMMUNITY SCHOOL CORPORATION IS AN  
EQUAL OPPORTUNITY EMPLOYER**

**NONDISCRIMINATION POLICY**

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, limited English proficiency, or handicapping condition in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Any concerns with regard to Section 504/ADA and Title IX, may be directed to the attention of, Mrs. Tina Bennett, Superintendent of Schools, 502 Little League Blvd., Clarksville, IN 47129, Phone 812 282-7753.