



# CLARKSVILLE COMMUNITY SCHOOLS

Office of the Assistant Superintendent • 502 Little League Blvd. • Clarksville, IN 47129  
(812) 282-7753 • FAX (812) 282-7754

## Notice of Vacancy

### St. Anthony Special Education Substitute Teacher

Title: St. Anthony Special Education Substitute Teacher  
Classification: Hourly (Non-Exempt)  
Pay Rate: \$90.00-\$100.00 per day (based on education level)  
Hours: Hours determined by St. Anthony building schedule  
Reports to: Building Principal at St. Anthony and Clarksville Community School Corporation

#### **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.
- 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.
- 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.
- Performs other related duties as assigned by Principal and/or other designee.

#### **Application Process:**

- Letter of interest, resume, and application  
*\*Classified employee application is located on the Clarksville Community School Corporation website at [www.clarksvilleschools.org](http://www.clarksvilleschools.org). Submit Application Materials via email to: Dr. Brian Allred, Assistant Superintendent at ballred@clarksvilleschools.org.*

#### **CLARKSVILLE 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.

**Our Mission - Grow students who demonstrate integrity and are prepared for their future!**