



# Clarksville Elementary School

*Home of the Generals!*

700 North Randolph Avenue  
Clarksville, IN 47129

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

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## Early Childhood Education Specialist

School: Clarksville Elementary School

Period of Time: Full time position for the 2021-2022 school year

Qualification: Valid Child Development Associate Credential or Associate of Applied Science in Early Childhood Education and specialized training for the program area

### **RESPONSIBILITIES:**

- Facilitates Pre-K curriculum consistent with school district goals and objectives.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Helps to develop lesson plans and instructional materials and translates lesson plans into learning experiences.
- Conducts ongoing assessment of student learning, and modifies methods to fit individual student's needs, including student with special needs; conducts individual and small group instruction as needed.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
- Organizes and maintains a system for accurate and complete record-keeping, grading and reporting for all student activities, achievements and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Ensure subfolder including all necessary materials, including lesson plans, is up to date, and easy to find.
- Performs other duties as assigned.

Salary: \$19 per hour plus benefits

### **Application Process:**

Resumes will be accepted until position is filled. Applicants must submit Clarksville Community School Corporation Classified application, letter of interest, and resume to Carey Davis, Principal, at [cdavis@clarksvilleschools.org](mailto:cdavis@clarksvilleschools.org)

Application and criminal history check information can be found at <https://www.clarksvilleschools.org/employment>

Date: July 26, 2021