

Carlinville Community Unit School District # 1

Board of Education

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Administrative Office

829 West Main Street
Carlinville, IL 62626
<http://www.cusd1.com>

Superintendent

Dr. Becky Schuchman
Phone 217-854-9823
Fax 217-854-2777

Assistant Superintendent of Operations & Alternative Learning

Mr. Patrick Drew
Phone 217-854-2311
Fax 217-854-4790

Special Education Program Coordinator

Carlinville CUSD #1 is seeking applicants for a full-time special education program coordinator for ages PreK-age 22. Candidates must hold administrative licensure and special education endorsement through the Illinois State Board of Education and have a minimum of 5 years' special education teaching experience or other related areas. Administrative experience preferred. The position will have a 200-day contract and financial compensation will be based on experience. The district does contribute toward individual health insurance and TRS. The salary begins at \$62,180 with no prior administrative experience and only 5 years of teaching/related service experience. Again, compensation varies based on years' experience in education.

Carlinville CUSD #1 is looking for an individual with the following characteristics:

- Successful classroom and administrative experience
- Knowledge of PreK-12 education, developmentally appropriate practice and instruction
- Ability to collaborate with others
- Flexibility and willingness to learn
- Strong Leadership qualities
- Strong emotional intelligence with the ability to navigate high-pressure meetings with empathy and professional decorum.

The duties will include, but not be limited to:

- Serve as the Local Education Agency (LEA) representative in Initial, Annual, and Triennial IEP meetings. Ensure all documentation is accurate, compliant, and completed within statutory timelines.
- Coordinate the implementation of specialized programs (e.g., Life Skills, Emotional Support, Early Childhood Special Education) across multiple school buildings.
- Monitor district-wide compliance with state and federal regulations. Assist in the preparation of ISBE data reports, including Child Find and transition services (Indicator 13).
- Provide coaching and professional development to special education teachers, paraprofessionals, and related service providers regarding evidence-based instructional strategies and behavioral interventions.
- Oversee out-of-district placements and serve as the primary liaison between the district and private facilities or cooperatives.
- Facilitate communication between families and school teams to resolve disputes and foster collaborative partnerships.

Interested applicants should send a letter of application, resume, complete the on-line teacher application and transcripts to Dr. Becky Schuchman, Superintendent, 829 West Main, Carlinville, IL 62626. This position will remain posted until filled. Carlinville CUSD#1 is an equal opportunity employer and does not discriminate against applicants on the basis of age, sex, religious affiliation, national origin, race, color, or creed.

“Carlinville CUSD#1 will provide a comprehensive educational program for all students in a safe environment supporting and inspiring learners of today, while fostering global leaders of tomorrow.”

