

## In House Vacancy Notice

The following Extra Duty Assignment is available immediately

### **IEP DOCUMENTATION**

This is a temporary certified special education IEP Documentation assignment. Successful applicant will be responsible for entering IEP information into Embrace and hold required IEP meetings that will be held during the assigned work day unpaid. The assignment will be paid at the current EXTRA DUTY Rate of \$25 per hour with a maximum allotment of 3 hours per IEP.

Applicant must hold a valid Special Education Teacher Certification.

Interested current staff should send a letter of interest to:

**Tracy Vinson, Payroll / H/R**

**Carrollton CUSD#1**

**950A Third St**

**Carrollton IL 62016**

**Email: [tvinson@c-hawks.org](mailto:tvinson@c-hawks.org)**