



**NOTICE OF VACANCY**  
**Logan City School District**  
**101 West Center**  
**Logan, UT 84321**

*September 22, 2023*

**P.E. Education Specialist**  
*Ellis Elementary*

Applications are now being accepted for a P.E. (Physical Education) Education Specialist. The P.E. Education Specialist job was established for the purpose/s of providing support to the instructional process by serving as instructor with specific responsibility for developing student success; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators; and responding to a wide range of inquires from students, parents, or guardians regarding instructional program and student progress.

**Work Hours:** 5.75 per day

**Salary:** \$19.86 per hour

**Contract:** 2023-2024 school year

**Benefits:** Sick and personal leave, contribution to the Utah Retirement Systems (URS)

**Application Process**

Deadline: **September 28, 2023 at 4:00 pm** or until filled

Applicant must be highly qualified (a minimum of 48 college credit hours or the ability to pass the Parapro test). Please call Human Resource Department about testing dates and times, if needed.

All application materials must be submitted to Logan City School District Human Resource Office 101 West Center Street, Logan, Utah 84321. Phone (435)-755-2300 FAX: (435) 755-2311 Email: [jill.ochsenbein@loganschools.org](mailto:jill.ochsenbein@loganschools.org). **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months
5. Transcripts of all college and university credits

## **Essential Functions**

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers subject specific assessment and test for the purpose of assessing the level of students' competencies.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration.
- Conducts classes and/or activities in a variety of formats (e.g. reading, story telling, puppet plays, contests, etc.) for the purpose of promoting the use and enjoyment of literature.
- Counsels students for the purpose of improving performance, and problem solving techniques.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Instructs students for the purpose of improving their success through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments K-5, (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Oversees aides and/or volunteers for the purpose of providing orientation, training, and ensuring assignments are completed.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to Education Code and school policies.
- Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information, and/or direction.

**Experience:** Job related experience is desired

**Required Testing:** ParaPro Assessment Test if not highly qualified

**Education:** High School diploma or equivalent with minimum of 48 college credit hours

**Continuing Education/Training:** 48 semester credit hours from a college or university

**Equivalency:** None specified

**Certificates & Licenses:** None specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.