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

November 28, 2018

EDUCATION SPECIALIST – REFOCUS

Applications are now being accepted for a Refocus Education Specialist. The job of Refocus Education Specialist 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 student 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: 5.5 hours per day

Salary: $14.15 per hour

Contract: 2018-19 school year

Benefits: None

Application Process

Deadline: **December 5, 2018 or Until Filled**

All application materials must be submitted to Logan City School District Human Resource Office, 101 West Center, Logan, Utah 84321. Phone (435)-755-2300 FAX: (435) 755-2311.
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)

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.
- Maintains materials inventory depending on assignment (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (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: None specified

Education: High school diploma or equivalent.

Continuing Education/Training: None specified

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.