



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

*February 26, 2024*

**Educator Licensing and Mentoring Services Specialist**

Under the direction of the Director of Human Resources and in collaboration with other District departments, the Educator Licensing and Mentoring Services Specialist provides leadership and direction, as assigned, in all matters relating to educator licensing and mentoring services, including but not limited to:

**Responsibilities**

- Mentor new educators in implementing instructional non-negotiables from the Logan City School District (LCSD) Flagship Plan
- Organize, conduct and implement regular new educator professional development based on the LCSD Flagship Plan and new educators' needs
- Organize, plan and implement the Grow Your Own (GYO) program for Education Support Professionals to receive funding to become certified teachers, counselors, social workers and school psychologists while maintaining employment in the district
- Work collaboratively with district, school and instructional leaders to meet the mentoring needs of new educators
- Organize, coordinate, conduct and review the results of new educator onboarding interviews
- Organize, conduct and review the results of Stay Interviews conducted with educators in the district
- Facilitate the license renewal process; provide training on educator licensing requirements for educators and administrators
- Provide resources to educators who are obtaining initial or additional endorsements
- Plan, organize and participate in recruiting efforts including university fairs and other recruiting events
- Attend and participate in monthly Alternative Pathway to Professional Educator License (APPEL) Directors meetings and other required trainings conducted by the Utah State Board of Education (USBE)
- Plan and organize the USU/LCSD Teacher Academy Partnership program
- Organize and record the results of APPEL Educators' transcript reviews using the appropriate Model Program Professional Learning Plan (PLP) templates as provided by USBE
- Use results from the transcript review to create a PLP for each APPEL Educator
- Conduct regular check-ins with APPEL Educators throughout the year
- Coordinate license specific and clinical experiences with preparation program educators/ mentors
- Coordinate and oversee APPEL Educator fieldwork experiences with an emphasis in educator competencies, Utah Effective Teaching Standards, Teacher Dispositions, and Pedagogical Performance Assessment Preparation
- Plan for and provide bi-monthly collaboration with educator mentors to identify best practices for mentoring provisional educators

- Create a fieldwork observation schedule as part of each APPEL Educator's PLP
- Work with building principals and APPEL Educators to organize release time to observe master teacher's in their content areas. Specifically, observations will focus on the needs of:
  - Ethnically diverse students and language acquisition
  - Students from low SES
  - Students with special needs
- Assist educators in completing educator pedagogy using varied resources (University courses, micro credentials, competencies, etc.)
- Ensure each APPEL Educator successfully demonstrates competency in all educator competencies, aligned to the Utah Effective Teaching Standards as evidenced by the candidate's PLP
- Provide monthly training aligned to the Utah Effective Teaching Standards and Clinical Experience Competencies for APPEL Educators
- Conduct 1-2 monthly observations and feedback cycles with each APPEL Educator using ObserverTab and other District identified observation tools
- Provide group and individual workshops to support APPEL Educators in developing and implementing behavioral and instructional plans
- Create and maintain required annual training materials for district employees
- Collaborate with other district departments to plan and carry out New Educator Induction and Onboarding activities
- Plan and track educators who are on Associate Educator and LEA-specific Licenses
- Present educator licensing and mentoring services information to the Board of Education

### **Qualifications**

- A current Utah Professional Educator License
- A minimum of five years' previous educational experience
- A Master's Degree from an accredited college or university, preferred
- A valid Utah driver's license

### **Required Knowledge and Skills**

- Strong understanding or willingness to learn USBE licensing procedures, applicable LCSD policies, and the LCSD Licensed Negotiated Agreement
- Demonstrated understanding of the District's Flagship Plan
- Established skills in effectively coaching and supporting personnel
- Team-player who excels in the ability to work effectively and collaboratively with others
- Excellent writing skills including technical reports, business correspondence, procedure manuals and policies
- Ability to effectively present information and respond to questions from employees, administrators, general public and the Board of Education
- Demonstrated expertise in computer programs and platforms, including Microsoft Word, Excel, PowerPoint and CACTUS
- Self-directed requiring little supervision/oversight
- Detail oriented
- Ability to identify and resolve problems in a professional and timely manner

- Coordinate projects, manage project team activities and communicate progress or resolution of team activities
- Evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment
- Collaborate with multiple stakeholders
- Respond to email in a timely manner
- Excellent classroom management procedures, knowledge and routines
- Strong knowledge of the Utah Core Standards, research-based practices, lesson design and proven instructional strategies
- Experience in data collection for classroom management, lesson design, lesson delivery and content deficiencies

### **Application Procedure**

Application deadline: **March 8, 2024 at 4:00 p.m.** All application materials can be emailed to [Nicole.humpherys@loganschools.org](mailto:Nicole.humpherys@loganschools.org) or delivered to the Logan City School District Human Resources 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 Licensed Employment Application (available online at [www.loganschools.org](http://www.loganschools.org), Employment Opportunities)
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. Official transcripts of all college and university credits

**Job Type:** Full-time

**Pay Rate:** Teacher Salary Schedule

**Contract Days:** 210

**Location:** District Office

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 Personnel Director at (435) 755-2300 for additional information or assistance.