



## **NOTICE OF VACANCY**

Logan City School District  
101 West Center  
Logan, UT 84321

**OPEN ROSTER**

### **ESSENTIAL ELEMENTS SPECIALIST**

Logan City School District is now accepting applications for Essential Elements Specialists. These positions will require availability Monday thru Friday, with a consistent block of time. The job of Essential Elements Specialist was established for the purpose/s of providing support to the instructional program within an assigned school with specific responsibility for assisting students with moderate to severe disabilities.

**Work hours:** Up to 5.5 hours per day

**Salary:** \$18.02 per hour

**Contract:** Current school year

#### **Application Process**

Deadline: 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 Resources Department about testing dates and times.

All application materials must be submitted to Logan City School District Human Resources Office 101 West Center Street, Utah, 84321. PHONE (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

1. Completed Logan City School District Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
2. Official transcripts of all college and university credit

#### **Essential Functions**

- Assists in transporting students (e.g. classroom, office, bathroom, etc.) for the purpose of ensuring an efficient and safe arrival to and/or from destination.
- Assists with documented IEP test accommodations (e.g. extra time, reading of the test, etc.) for the purpose of meeting individual student objectives.
- Distributes materials (e.g. newsletters, progress reports, etc.) for the purpose of ensuring delivery to addressee.
- Maintains manual and electronic documents, files, and records for the purpose of providing written reference; and/or meeting mandated requirements.

- Monitors individual and/or groups of special education students (e.g. adult special education students, mainstream students, medicaid students, etc.) for the purpose of identifying issues and taking appropriate actions for increasing student success.
- Prepares written materials (e.g. SCRAMS, Medicaid report, etc.) for the purpose of providing written support and/or conveying information.
- Provides leadership and classroom supervision for the purpose of providing student supervision in the temporary absence of the teacher.
- Registers new special education students for the purpose of enrolling and orienting them to programs in accordance with established requirements.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: instructional techniques; interpersonal aptitude; and working with multiple supervisors.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; confidentiality; and teamwork.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience      Job related experience is desired

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

Equivalency None Specified

Required Testing ParaPro Assessment Test if not highly qualified

Continuing Educ./Training 48 semester credit hours from a college or university

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