



101 WEST CENTER STREET, LOGAN, UTAH 84321  
WWW.LOGANSCHOOLS.ORG

P 435 755 2300  
F 435 755 2311



## Director of Secondary Schools

Applications are now being accepted for Director of Secondary Schools in the Logan City School District. The Director of Secondary Schools provides leadership to Mount Logan Middle School and Logan High School. Primary responsibilities include researching, planning, developing, implementing, and evaluating the secondary curriculum and instruction. Additional responsibilities include oversight for other secondary programs and budgets such as CTE, Perkins, Drivers Education, and Youth in Custody.

**Start Date:** July 1, 2022

**Salary Range:** \$114,041 – \$132,212 plus one-time salary adjustment and potential salary-enhancements based on continuing education and administrative experience

**Position Closes:** 4:00 PM on January 28, 2022

Please direct inquiries/questions to Susanne Kuresa, Director of Human Resources; application materials should be sent to the Logan City School District Department of Human Resources, 101 West Center, Logan, Utah 84321

**Qualifications:** Master's Degree with current credentials authorizing service as a public school administrator; a minimum of three (3) years' experience as a public school administrator; demonstrated competency in supervision, curriculum, and instruction

Knowledge of:

- Leadership development
- Professional Learning Communities (PLCs)
- Curriculum planning and development
- Essential components of school innovation
- Instructional techniques, methods, and materials
- Coaching strategies
- State and federal requirements for categorical program monitoring
- Career Technical Education (CTE)

Ability to:

- Communicate well, both orally and in writing
- Interpret data
- Improve focused collaboration and cooperative planning for PLCs
- Evaluate instructional program effectiveness
- Plan, organize, and coordinate a variety of projects simultaneously
- Advance a school in improving student achievement
- Facilitate training and coaching for teachers and administrators
- Work cooperatively with other staff members, community, and parents
- Proactively and independently develop the knowledge and skills necessary to successfully fulfill the responsibilities of the position, as those responsibilities evolve over time



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**Application Procedure:** To be considered for this position, application materials must contain:

1. Detailed cover letter outlining specific interest and special competencies related to secondary administration
2. Completed Logan City School District Administrative Employment Application (available on the District website: [www.loganschools.org](http://www.loganschools.org))
3. Current resume in which professional preparation, experience, and accomplishments as a leader in education are clearly detailed
4. Three letters of recommendation written within the past six months addressing professional qualifications and leadership attributes
5. Official transcripts of all college and university credits
6. Written responses, not to exceed 1500 words each, to the following questions:
  - A. As a Director of Secondary Schools, identify your stakeholders and detail the process you will use to:
    - Establish open, ongoing communication
    - Resolve concerns
    - Increase student achievement
  - B. Describe a leadership experience where you developed educators' capabilities. Incorporate the answers to these questions in your response:
    - How did you support growth, hold people accountable, and motivate them to integrate learned knowledge/skills into practice on a continuing basis?
    - What insights did you gain from that experience, including mistakes as well as successes, which you will use as a Director of Secondary Schools?

*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 Director of Human Resources at (435)755-2300 for additional information or assistance.*

*Dated: January 7, 2022*