



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

December 4, 2023

Site Manager – ASC
Adams Elementary

Applications are now being accepted for an After School Club Site Manager. The job of Site Manager – ASC is done for the purpose/s of providing leadership and guidance to the after-school instructional program; organizing and directing age-appropriate activities for school age students; coordinating interagency activities; providing direction to staff regarding program activities; and ensuring a clean and safe learning environment for students.

Hours per Day: 4.25

Salary: \$21.91

Contract: 2023-2024 school year

Benefits: None

Application Process

Application deadline: **December 11, 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 the Human Resource Department about testing dates and times. Testing is free.

All application materials must arrive at the Logan City School District Human Resource Office, 101 West Center, Logan, Utah 84321. Email: jill.ochsenbein@loganschools.org 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. Transcripts of all college and university credits.

Essential Functions

- Communicates with district and site administration, agency partners, teachers, parents, support staff and students for the purpose of evaluating, promoting and/or implementing program objectives.
- Coordinates a variety of meetings (e.g. presentations, registration, university personnel, volunteers, aides, etc.) for the purpose of providing communication among interested personnel in support of the after school care program.
- Delivers children directly from/to parents, guardians, or designee for the purpose of ensuring safety of children and meeting established custodial guidelines.

- Monitors and manages program budget (e.g. purchase orders, food service costs, field trip, etc.) for the purpose of assuring that program is financially solvent and that expenditures are within program guidelines.
- Monitors program compliance issues for state, local and grant requirements for the purpose of meeting goals, objectives and securing future funding opportunities.
- Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, homework, playground activities, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors the use of instructional and/or play materials for the purpose of providing and replacing required supplies as needed.
- Orders materials, supplies and food stores for the purpose of assuring that sufficient supplies are available to meet program needs.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating in learning activities with children.
- Oversees program equipment and work areas (e.g. toys, games, instructional tools, computers, etc.) for the purpose of ensuring availability of items and/or providing a safe learning environment.
- Prepares logs, reports, and documents (e.g. monthly lesson plans, supply lists, behavioral/accident reports, program compliance and summaries, etc.) for the purpose of conveying information, providing written reference, and/or meeting mandated requirements.
- Supervises and monitors appropriate activities (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing play and academic concepts.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Experience: Job related experience is desired.

Education: High school diploma, or equivalent, with minimum of 48 college credit hours.

Required Testing: ParaPro Assessment Test, if not highly qualified.

Clearances: Approved Background Check

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.