



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

September 26, 2023

SITE COORDINATOR – GEAR UP

Applications are now being accepted for a Site Coordinator- Gear-Up. The job of Site Coordinator – Gear-Up is done for the purpose/s of providing organization and guidance to the day-to-day activities of the Gear-Up program at assigned site(s); organizing and directing activities; coordinating organizational and interagency activities; providing direction to staff regarding program activities; and ensuring a clean and safe learning environment for students. Note: Strong internal candidate.

Hours per Day: 6.5

Hourly Rate: \$21.91

Contract: 2023-2024 School Year

Benefits: Sick and personal leave, contribution to the Utah Retirement Systems (URS)

Application Process

Application deadline: **October 2, 2023 or until filled.**

All application materials must arrive at the 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. Transcripts of all college and university credits.

Essential Functions

- Assists the financial secretary in ordering materials, supplies, etc. for the purpose of assuring that sufficient materials supplies are available to meet program needs and that budget limits are not exceeded.
- Assists assigned administrator(s) in organizing and managing program components and outcomes (e.g. program budget, teacher learning academy, recognition events, new opportunities, etc.) for the purpose of ensuring that program goals are met, budget requirements are maintained, and that services supplement (not supplant or duplicate) other district and federal initiatives.
- Attends trainings, in-service meetings, conferences, and/or workshops for the purpose of increasing skills in special area and/or receive/convey program specific information.
- Communicates with district and site administration, grant liaisons, teachers, parents, support staff, and students for the purpose of evaluating, promoting, and/or implementing program objectives.

- Coordinates a variety of meetings, visits, speakers, and trips (e.g. college visits, field strips, speakers, parent nights, recognition events, etc.) for the purpose of providing communication among interested personnel in support of the after school care program.
- Facilitates student after school and summer learning activities for the purpose of achieving student success in academic areas and readiness for post-secondary education opportunities.
- Monitors student learning data for the purpose of ensuring that student learning goals are met and program compliance is maintained.
- Monitors and manages program budget and expenditures 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 assuring that program is financially solvent and that expenditures are within program guidelines.
- Monitors individual and/or groups of students in a variety of settings (e.g. activities, events, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors the use of instructional and/or other materials for the purpose of providing, conserving, and replacing required supplies as needed.
- Prepares logs, reports, and documents (e.g. expenditures, program equipment/supplies, program compliance and summaries, etc.) for the purpose of conveying information, providing written reference, and/or meeting mandated requirements.
- Supervises and monitors appropriate individuals and activities (e.g. oversight, training, monitoring, etc.) for the purpose of ensuring that program activities are safe and effective and that program goals are met within compliance with all relevant policies, rules, and codes.

Other Functions

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

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.