



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

P 435 755 2300  
F 435 755 2311



August 19, 2020

## ADMINISTRATIVE INTERN

Logan High School

Logan City School District is seeking an Administrative Intern to assist in the administration and professional leadership of Logan High School for the 2020-21 school year. Primary responsibilities will include managing the fiscal, supervisory, and evaluative responsibilities of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grants.

Currently, Logan High School manages two GEAR UP grant programs. These programs focus on increasing the postsecondary expectations and readiness of students; improving high school graduation and postsecondary enrollment rates; and raising the knowledge of postsecondary options, preparation, and financing among students and families.

Internship will begin September 1, 2020 and continue through June 30, 2021. Salary is determined based on the educator's placement on the Licensed Salary Schedule and in accordance with the Licensed Negotiated Agreement. If the selected finalist is an in-house applicant, he/she maintains employment status as a licensed educator upon conclusion of the 2020-21 school year.

### **Applicants must meet the following qualifications:**

- Current Utah Administrative/Supervisory License or current enrollment in an Educational Leadership program of studies
- Current Utah Educator License
- A minimum of 3-5 years successful public school teaching experience

### **Applicants must demonstrate competency in each of the following areas:**

- Developing and managing work plans and budgets
- Developing purpose, rationale and expected outcomes for work plan and budget items
- Demonstrating effective communication skills including: speaking, listening, and writing
- Promoting school-wide compliance with GEAR UP goals, policies, and procedures
- Completing all grant requirements and expectations
- Supervising and evaluating GEAR UP classified and licensed staff
- Coordinating and leading the Innovations and Summer School program
- Providing leadership and training for GEAR UP staff
- Providing professional development for licensed staff
- Monitoring projects, accountability timelines, and meeting all grant deadlines
- Ensuring fiscal responsibility and consistency of all GEAR UP grants
- Preparing documents and presentations
- Planning and attending parent/teacher/student conferences, open houses, and other parent and community events



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### Application Procedure

All application materials are due by 3:00 pm on Wednesday, August 26, 2020. Selected finalists will be contacted for an interview. Any inquiries and all application materials should be addressed to:

Susanne Kuresa, Director of Human Resources  
Logan City School District  
101 W. Center St.  
Logan, UT 84321

Phone: 435-755-2300

Fax: 435-755-2311

Email: [Susanne.Kuresa@loganschools.org](mailto:Susanne.Kuresa@loganschools.org)

### Application Materials

Interested applicants should submit the following:

1. Detailed cover letter outlining specific interests and special competencies related to secondary administration.
2. Completed Logan City School District Administrative Employment Application (available on our website: [www.loganschools.org](http://www.loganschools.org), Human Resources Department)
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. Transcripts of all college and university credits.
6. Most recent employment evaluation.
7. Written responses to the following two questions:
  - a. What are the most important roles/responsibilities of this position? For each role/responsibility you have identified, please explain:
    - i. Why is this role/responsibility so important?
    - ii. What steps will you take to ensure this role/responsibility is successfully fulfilled?
  - b. Select one of the Instructional Non-negotiables identified in the Logan City School District's Flagship Plan (available on the District's website). Relative to the non-negotiable you have selected, please respond to each of the following:
    - i. How did you apply this non-negotiable in your classroom?
    - ii. Describe your experience helping other teachers experience success with this non-negotiable.
    - iii. How will you ensure this non-negotiable is consistently and effectively applied in all classrooms at Logan High School?

*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.*