



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

P 435 755 2300  
F 435 755 2311



## ELEMENTARY ADMINISTRATOR – WILSON

The mission of Logan City School District is to ensure that all students leave our schools ready to create a positive future for themselves and their community. Applicants should meet the following qualifications:

1. Current Utah Administrative/Supervisory License or evidence of ability to obtain such prior to July 1, 2020
2. Previous public school teaching experience required
3. Previous public school administrative internship experience desired

Logan City School District is seeking a leader who is committed to the challenge of educating secondary students in a dynamic, caring, and dedicated community. Applicants should be able to demonstrate the following abilities:

- Enhance student performance by identifying and closing achievement gaps
- Support faculty and staff by strengthening their capacity and roles as effective educators
- Inspire trust by modeling high standards of integrity, personal performance, and optimism
- Demonstrate effective communication skills, including speaking, listening, and writing
- Establish and maintain a cooperative and productive relationships with various stakeholders

### **Application Procedure:**

All application materials must be received by 3:00 pm on Thursday, March 26, 2020.

Any inquiries and all application materials should be addressed to:

Lindsay Auld  
Human Resources Specialist  
Logan City School District  
101 W. Center St.  
Logan, UT 84321

Phone: 435-755-2300

Fax: 435-755-2311

Email: [lindsay.auld@loganschools.org](mailto:lindsay.auld@loganschools.org)

*Dated: March 12, 2020*



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### Application Materials:

Interested applicants should submit the following:

1. Detailed cover letter outlining specific interests and special competencies related to elementary 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 is the role of customer service in an elementary school setting? Identify your “customers” and describe how you will meet their needs.
  - 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 Wilson Elementary?
  - c. An effective leader systemically develops the capacity of individuals in the organization to perform their jobs at high levels. Describe an initiative you implemented that required you to develop teachers' capacity.
    - i. Why did you implement this initiative?
    - ii. What existing systems were in place that you refined?
    - iii. What new practices did you develop?
    - iv. How did you support growth, hold people accountable, and motivate them to continuously integrate learned knowledge and skills into practice?
    - v. How did you evaluate this initiative?
    - vi. What results did you obtain?
    - vii. What insights did you glean from that experience (success and mistakes) that you would utilize as an administrator in Logan City School District?

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**Start Date:** July 1, 2020

**Salary Range:** Base salary \$86, 013 plus potential additional salary-enhancements based on continuing education/degrees and previous administrative experience.

*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.*

*Dated: March 12, 2020*