



NOTICE OF VACANCY
Logan City School District
960 North 1400 East
Logan, UT 84321

February 23, 2023

SECONDARY COUNSELOR

Applications are now being accepted for a full-time Secondary Counselor at Mount Logan Middle School for the 2023-2024 school year. Applicants must hold a valid Utah Educator License and proper endorsement.

Application Process

Application deadline is **March 6, 2023 at 4:00 p.m., or until filled.** All application materials can be emailed or delivered to the Logan City School District Human Resources Temporary Office, 960 North 1400 East, 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 Licensed Employment Application (available online at www.loganschools.org, Employment Opportunities)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months
5. Official transcripts of all college and university credits
6. Student teaching or most recent teaching evaluation
7. Praxis Score, if available

Essential Functions

- Coordinates with teachers, college and university personnel, resource specialists, and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians for the purpose of enhancing student success in school.
- Develops a variety of special programs (e.g. career night, financial aid workshops, etc.) for the purpose of providing information to assist students in the successful transition from high school to career and/or continuing education.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares applications for students (e.g. scholarships, college, financial aid, etc.) for the purpose of ensuring completion of application processes within designated time frames.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.
- Schedules student classes for the purpose of securing appropriate placement and meeting students' graduation and college eligibility requirements.
- Supervises assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

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