



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

March 12, 2024

SCHOOL OPERATIONS SPECIALIST

Applications are now being accepted for a full-time School Operations Specialist for the 2024-2025 school year. This assignment includes providing support to the educational process with specific responsibilities for effecting positive behavioral change in students.

Application Process

Application deadline is **March 18, 2024 at 4:00 p.m.** All application materials can be emailed to Nicole.humpherys@loganschools.org or delivered to the Logan City School District Human Resource Office, 101 West Center Street, 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. Transcripts of all college and university credits
6. Student teaching or most recent evaluation

Qualifications

- Possess a valid Utah Professional Educator License, School Counselor License, or a Licensed Clinical Social Worker
- Proficiency in implementing PBIS strategies
- Strong organizational and interpersonal skills
- Ability to analyze data and make data-driven decisions
- Experience in behavior management and intervention strategies preferred
- Excellent communication skills and ability to collaborate effectively with staff, students and parents

Essential Functions

- Implement and oversee schoolwide behavior strategies at the Tier 1 level
- Implement and manage a schoolwide discipline/reward system to promote positive student behavior
- Develop and administer behavior interventions and support systems at the Tier 2 level
- Support behavior correction strategies at Tier 3 level, as necessary
- Track, analyze, and interpret student behavior data to inform decision-making and intervention planning, and report to the building principal
- Coordinate structured recess activities and manage student behavior during recess
- Supervise and maintain order in designated areas, including the school's wellness room
- Supervise and train staff on procedures for arrival, dismissal, recess, safety, and other schoolwide procedures
- Organize and oversee the *School Within a School* program
- Liaise with the after-school program through a daily check-in with the ASC (After School Club) Site Manager, and assist ASC with investigating major behavior incidents
- Investigate, document, and report to the school principal on level three behavior incidents
- Document and communicate with parents and teachers regarding minor behavior incidents and student attendance
- Plan and conduct professional development for other employees related to job responsibilities

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.