



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

P 435 755 2300
F 435-755-2311

March 27, 2024

ADMINISTRATIVE INTERN

Mount Logan Middle School

Logan City School District is seeking an Administrative Intern to assist in the administration and professional leadership of Mount Logan Middle School for the 2024-2025 school year. Internship will begin July 29, 2024 and continue through June 30, 2025. Contract length is 204 days and 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 2024-2025 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 Professional Educator License
- A minimum of 3-5 years of successful public school teaching experience

Applicants must demonstrate competency in each of the following areas:

- Implementing PBIS frameworks and strategies to create a positive school climate and reduce problem behaviors
- Collaborating with teachers, staff, parents and community resources to develop and implement effective behavior intervention plans (BIPs) and support systems
- Providing training and professional development opportunities for staff on behavior management strategies, restorative justice principles, among others
- Enhancing student performance by identifying and closing achievement gaps
- Supporting faculty and staff by strengthening their capacity and performance as effective educators
- Inspiring trust by modeling high standards of integrity, personal performance, and optimism
- Demonstrating effective communication skills, including speaking, listening and writing
- Establishing and maintaining cooperative and productive relationships with various stakeholders

Application Procedure

All application materials are due by 3:00 pm on Wednesday, April 10, 2024. 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



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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 the LCSD website: [www.loganschools.org, Human Resources Department](http://www.loganschools.org/HumanResourcesDepartment))
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 help ensure this non-negotiable is consistently and effectively applied in all classrooms at Mount Logan Middle 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.