



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

*March 20, 2024*

**Secretary – Title I**  
*Woodruff Elementary*

The job of Secretary – Title I is done for the purpose/s of providing support to the Title I instructional program with specific responsibilities for facilitating the assessment process of students; ensuring compliance with legal and administrative requirements by implementing established security procedures and policies regarding district and state assessments; and documenting information student's proficiencies.

**Hours per Day:** 5.5

**Salary:** \$20.87 per hour

**Contract:** 2024-2025 school year, will start at the beginning of the new school year

**Benefits:** None

**Application Process**

Application deadline is **March 26, 2024 at 4:00 or until filled**. All application materials must arrive at the Logan City School District Human Resource Office 101 West Center Street, Logan, Utah 84321. Email: [jill.ochsenbein@loganschools.org](mailto:jill.ochsenbein@loganschools.org) 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 Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
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

**Essential Functions**

- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Coordinates testing with the students (e.g. STAR, DIBELS & SAGE, etc.) for the purpose of ensuring that all students are tested in accordance with policy and procedures.

- Maintains manual and electronic files and records (e.g. Title I time and effort documentation, leveled library, test scores, exit exams, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors student activities for the purpose of providing a safe and positive environment.
- Organizes test documents (e.g. verifying, counting, packaging, etc.) for the purpose of ensuring test materials are in compliance with established security guidelines.
- Performs general clerical functions (e.g. copying, faxing, data entry, filing, scanning, taking minutes, etc.) for the purpose of supporting office operations and instructional program.
- Prepares standardized documents and reports (e.g. form letters and memos, calendars, bulletins, homeless, attendance, immunization, campus yearbook, etc.) for the purpose of communicating information to other parties.
- Prepares test information and/or results for the purpose of conveying information in a timely, accurate and efficient manner.
- Provides testing accommodations for qualifying students (e.g. IEP, 504, ESL, etc.) for the purpose of ensuring proper implementation of education plans.
- Responds to inquiries for the purpose of providing information, assistance and/or direction regarding the district and state assessment testing.
- Schedules testing dates, times, locations, aides and/or proctors for the purpose of providing the proper time frames and supervision in compliance with established guidelines.
- Supports teachers and school principals for the purpose of providing materials and/or information regarding district and state required assessment testing.
- Troubleshoots testing problems and assessment technology for the purpose of resolving issues and/or escalating for resolution.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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