

A. Policy Title: Licensed Educators

Policy Type: Executive Limitations

Legal Citations: [R277-110](#), Legislative Supplemental Salary Adjustment; [R277-530](#), Utah Effective Educator Standards; [R277-107](#), Educational Services Outside of Educator's Regular Employment

The School requires all licensed educators to follow the Effective Teaching Standards and Educational Leadership Standards. As such, the School shall provide competitive compensation to attract and retain a high caliber of faculty and employees. The School expects consistent attendance to provide a quality education for students and to keep the School operating efficiently. The School recognizes that school activities can occur outside of regular school hours and shall compensate educators for performing duties that fall outside of their regular employment.

Accordingly, the School Director shall not:

1. Fail to implement and follow the Effective Teaching Standards and Educational Leadership Standards.
2. Establish compensation and benefits that fail to attract and retain qualified employees.
3. Violate laws and regulations relevant to compensation and benefits.
4. Fail to develop and follow an employee evaluation plan.
5. Fail to conduct at least two formal reviews of all licensed educators per year.
6. Award salary adjustments without a satisfactory employee evaluation.
7. Fail to develop procedures for proper notification of absences to supervisors.
8. Fail to develop procedures to adequately compensate employees for work done outside of their regular employment.

PROCEDURES FOR LICENSED EDUCATORS

DEFINITIONS:

Full Time Employee – Any employee that works 30 hours or more a week.

JOB DESCRIPTIONS AND DUTIES

Please See [APPENDIX A](#)

SUPERVISION OF EMPLOYEES

Supervision of employees at Real Salt Lake Academy High School is broken down in the following manner.

- The Director
 - Registrar
 - Cleaning staff or services
 - Food preparation staff or services
 - Maintenance staff or services

- Technology Staff or services
- Transportation staff or services
- Other Business Management Services
- The Principal
 - Secretaries
 - Counselors
 - Special Education Director
 - Assistant Principal Athletic Director
 - All licensed and non-licensed staff directly involved with student's education.
 - Example: teachers, paraprofessionals, and aids.
 - All extracurricular duties that are not sport related
- The Special Education Director
 - Any staff whose primary role is to provide services under the special education program.
- Athletic Director
 - Coaches

EMPLOYEE EVALUATION PLAN

Real Salt Lake Academy High School will evaluate educator effectiveness using four data sources:

1. Classroom Observations of teachers by school administrator
2. Unit of Instruction (UOI) provided by each teacher
3. Professional Development Plan (PDP) provided by each teacher
4. Adherence of teacher to Real Salt Lake Academy High School's policies and procedures

A formal review will be performed by Real Salt Lake Academy High School's administrator at least twice annually on these four data sources to provide feedback and professional support to teachers. Salary adjustments will not be rewarded without a satisfactory employee evaluation. The criteria which will be used to evaluate these four areas will be based upon the Effective Teaching Standards and Educational Leadership Standards set forth by the State of Utah in R277-530.

Effective Teaching Standards

The Effective Teaching Standards focus on the high-leverage concepts of:

- personalized learning for diverse learners;
- a strong focus on application of knowledge and skills;
- improved assessment literacy;
- a collaborative professional culture; and
- leadership roles for teachers.

Educators at Real Salt Lake Academy High School shall demonstrate the following skills and work functions designated in the following ten standards as a part of their evaluation plan:

- *Learner Development* - An educator understands cognitive, linguistic, social, emotional, and physical areas of student development;
- *Learning Differences* - An educator understands individual learner differences and cultural and linguistic diversity;
- *Learning Environments* - An educator works with learners to create environments that support individual and collaborative learning, encouraging positive social interaction, active engagement in learning, and self-motivation;
- *Content Knowledge* - An educator understands the central concepts, tools of inquiry, and structures of the discipline;
- *Assessment* - An educator uses multiple methods of assessment to engage learners in their own growth, monitor learner progress, guide planning and instruction, and determine whether the outcomes described in content standards have been met;
- *Instructional Planning* - An educator plans instruction to support students in meeting rigorous learning goals by drawing upon knowledge of content areas, core curriculum standards, instructional best practices, and the community context;
- *Instructional Strategies* - An educator uses various instructional strategies to ensure that all learners develop a deep understanding of content areas and their connections, and build skills to apply and extend knowledge in meaningful ways;
- *Reflection and Continuous Growth* - An educator is a reflective practitioner who uses evidence to continually evaluate and adapt practice to meet the needs of each learner;
- *Leadership and Collaboration* - An educator is a leader who engages collaboratively with learners, families, colleagues, and community members to build a shared vision and supportive professional culture focused on student growth and success; and
- *Professional and Ethical Behavior* - An educator demonstrates the highest standards of legal, moral, and ethical conduct as required in the Utah Educator Professional Standards described in Rule R277-515.

Educational Leadership Standards

School administrators shall meet the standards of effective teaching and have the knowledge and skills to guide and supervise the work of educators, lead the school learning community, and manage the school's learning environment in order to provide effective, high quality instruction to all Real Salt Lake Academy High School students. The Educational Leadership Standards focus on:

- visionary leadership;
- advocacy for high levels of student learning;
- leading professional learning communities; and
- the facilitation of school and community collaboration.

In addition to meeting the standards of an effective teacher, school administrators shall demonstrate the following traits, skills, and work functions designated in the following six standards:

- *Visionary Leadership* - A school administrator promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is largely shared and supported by stakeholders;

- *Teaching and Learning* - A school administrator promotes the success of every student by advocating, nurturing and sustaining a school focused on teaching and learning conducive to student, faculty, and employees growth;
- *Management for Learning* - A school administrator promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment;
- *Community Collaboration* - A school administrator promotes the success of every student by collaborating with faculty, employees, parents, and community members, responding to diverse community interests and needs and mobilizing community resources;
- *Ethical Leadership* - A school administrator promotes the success of every student by acting with, and ensuring a system of, integrity, fairness, equity, and ethical behavior; and
- *Systems Leadership* - A school administrator promotes the success of every student by understanding, responding to, and influencing the interrelated systems of political, social, economic, legal, policy, and cultural contexts affecting education.

EMPLOYEES ABSENCES

Personal/Sick Days

Full time permanent employees will receive 1 paid personal/sick day for every day they are contracted to work during the school year (the year runs with the contract dates). For example:

- 180-day contract – receives 9 days
- 200-day contract – receives 10 days
- 220-day contract - receives 11 days
- 240-day contract – receives 12 days

If you will be absent from your work responsibilities for either a personal reason or an illness, you **MUST** contact the principal and notify him/her of your absence. Teachers are responsible to obtain their own substitute for days they are absent.

Personal/sick days will be recorded in your employee file. If you use more than your allotted days, your hourly wage for the time you were absent will be deducted from your paycheck. Personal/sick days are counted regardless of whether a teacher needs a substitute in their classroom. If you are absent, a personal/sick day will be logged. Unused personal/sick days do not accrue from year to year but are reset at the beginning of a new contract period.

Paid Holidays

The days-off schedule for teachers follows the student calendar. Teachers are not required to be here when school is out, except for Professional Development days which are mandatory.

COMPENSATION AND BENEFITS

Health Insurance

Real Salt Lake Academy High School will provide benefits such as health, dental, and vision insurance for their employees. The amount of premium that will be paid by Real Salt Lake Academy High School towards employees, their spouse and dependents will be evaluated each year to insure the school remains competitive with other local school districts in the area.

Retirement

Employees will be given the opportunity to participate in a 401K. The amount put into an employees 401K by Real Salt Lake Academy High School will be evaluated each year to insure the school remains competitive with other local school districts in the area. There is no tenure required to be vested in a 401K at Real Salt Lake Academy High School. Once funds are transferred into an employees 401K they belong to the employee and no penalty will be assessed by the school if the employee or Real Salt Lake Academy High School chooses to terminate their employment.

Salary

Salary for employees at Real Salt Lake Academy High School will be evaluated each year to insure the school remains competitive with other local school districts in the area. To receive a salary adjustment an employee must receive a satisfactory employee evaluation for the previous year that the salary adjustment would take place. Educator salary adjustments appropriated by the legislature will comply with all laws associated with Policy R277-110.

EXTRA DUTIES

When teachers are *asked* to do extra duties outside of the regular teacher contract hours such as sponsoring clubs, coaching, going to trainings, or supervising activities, they will be compensated by Real Salt Lake Academy High School. To receive compensation for such extra duties they must be approved beforehand by the principal or director of Real Salt Lake Academy High School. Compensation will be distributed by two methods, either comp time or money.

- Compensatory time is the preferred method of compensating for work performed on a one time as needed basis. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and the director or principal at Real Salt Lake Academy High School. However, where the individual's absence would unduly disrupt the school's operations, the principal or director retains the right to postpone comp time usage.
- If the duty is more long term such as coaching or sponsoring a team an extra duty contract will be given to the licensed educator performing the duty. The terms of the agreement will be spelled out in the extra duty contract.

B. Policy Name: Non-Licensed Employees

Policy Type: Executive Limitations

Legal Citation: [R277-532](#), Local Board Policies for Evaluation of Non-Licensed Public Education Employees (Classified Employees)

The School requires all employees to maintain the highest work standards and ethics. The School expects consistent attendance to provide a quality education for students and to keep the School operating efficiently

Accordingly, The School Director shall not:

1. Fail to conduct annual reviews with all non-licensed employees.
2. Fail to provide each non-licensed employee with a thorough description of expected outcomes based on the individual's duties.
3. Fail to develop procedures for proper notification of absences to supervisors.

PROCEDURES FOR NON-LICENSED EDUCATORS

JOB DESCRIPTIONS AND DUTIES

Please See [APPENDIX A](#)

SUPERVISION OF EMPLOYEES

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 - Any staff whose primary role is to provide services under the special education program.
- Athletic Director

- Coaches

NON-LICENSED EMPLOYEE REVIEWS

All non-licensed employees at Real Salt Lake Academy High School will have a review of their job performance conducted, at least annually, by their immediate supervisor. These reviews will focus on how well the non-licensed employee is meeting the job descriptions and duties for which they were hired. Each non-licensed employee will be provided with a job description which describes their duties and outcomes.

Where there is a contracted company which provides services to Real Salt Lake Academy High School that would usually be provided by a non-licensed employee the company will be required to meet with the direct supervisor over that area of services, at least annually, to review of how well the company is meeting the outcomes described under their contract for services with Real Salt Lake Academy High School.

EMPLOYEES ABSENCES

If you will be absent from your work responsibilities for either a personal reason or an illness, you **MUST** contact your immediate supervisor and notify him/her of your absence.

Personal/sick days will be recorded in your employee file. If you use more than your allotted days, your hourly wage for the time you were absent will be deducted from your paycheck. Personal/sick days are counted regardless of whether a teacher needs a substitute in their classroom. If you are absent, a personal/sick day will be logged. Unused personal/sick days do not accrue from year to year but are reset at the beginning of a new contract period.

OVERTIME & COMPENSATORY TIME FOR NON-LICENSED EMPLOYEES

All employees will work hours assigned by their immediate supervisor. **All overtime must be approved beforehand by the principal or director of Real Salt Lake Academy High School.** Time sheets for hourly employees shall be completed and signed by the employee and immediate supervisor. Time sheets will be maintained for documenting overtime and days missed. Overtime will be paid pursuant to applicable labor laws.

Real Salt Lake Academy High School recognizes that it may occasionally be necessary for classified persons to work more than forty (40) hours during a given work week. Whenever such overtime situations occur, the following provisions will be applicable to classified persons employed in nonsupervisory positions.

- Hours worked means all hours during which the individual is required to be on duty-- generally from the required starting time to normal quitting time.
- Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from the director or principal of Real Salt Lake Academy High School.
- The following provisions apply to non-certificated, non-supervisory staff who work more than forty (40) hours during any work week:
 - Compensatory time is the preferred method of compensating for work beyond 40 hours per week. If compensatory time off is not practical the school may choose to pay employees at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. The following provisions apply to comp time:
 - Comp time may be accrued up to sixty (30) hours. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, where the individual's absence would unduly disrupt the school's operations, the school retains the right to postpone comp time usage.
 - Individuals with unused comp time who are terminated, or who terminate their employment, will be paid their final hourly rate of pay for each hour of unused comp time.
- Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.
- Non-certificated personnel who are required to attend professional development activities will qualify for comp time if the activity causes the employee to exceed 40 hours of work during a work week. These activities only qualify for comp time if they are required by the school, optional activities or professional development, not required by the school do not qualify.

APPENDIX A

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Principal:

Reports To: Real Salt Lake Board of Education

Evaluated By: Real Salt Lake Board of Education

JOB GOAL: To serve as the educational leader and chief executive of the school and, as such, to be responsible for promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, participation in staff and student activities and establishment of effective community relations.

ESSENTIAL REQUIREMENTS:

1. Master's Degree (Minimum)
2. Appropriate Administrative License
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable
4. Ability to establish and maintain an effective learning climate in the school
5. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements
6. Ability to supervise all school personnel for monitoring performance, providing for professional growth and achieving overall objectives of the school's instructional program
7. Ability to facilitate the development, revisions and evaluation of the curriculum and instructional services
8. Ability to develop school plans and organizational procedures for the health, safety, discipline and conduct of students as established in school procedures
9. Ability to prepare and manage the school budget
10. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging community involvement with the school
11. Ability to provide direction to others and to make independent judgments
12. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
13. Ability to maintain confidentiality
14. Ability to communicate with individuals of varied cultural and educational backgrounds
15. Ability to keep and maintain accurate records and to meet deadlines
16. Perform physical requirements which may include:
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent and prolonged standing, walking and sitting
 - C. Ability to restrain students, respond and break up student fights, apprehend trespassers or student offenders
 - D. Frequent and prolonged talking/hearing conversations

E. Possible exposure to bodily fluids due to student injury and illnesses

17. Such alternative to the above requirements as the School Board may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work closely and in conjunction with the director to insure the mission and the vision of the school are met as well as school's policies and procedures, laws, and regulations.
2. Facilitate communication between personnel, students and/or parents for evaluating situations, solving problems and/or resolving conflicts
3. Delegate authority to responsible personnel to assume responsibility for their assigned areas of supervision
4. Manage school administrative functions (i.e. facility maintenance, budget, staffing, etc.) to maintain safe and efficient school operations within school guidelines
5. Develop and evaluate the educational/instructional program to ensure conformance to state and school board standards
6. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information
7. Actively support and oversee the planning, promotion and evaluation of the student leadership, activity and athletic programs
8. Initiate and plan in-service orientation and training of licensed and classified staffs, with special responsibility for staff administrative procedures and instructions
9. Maintain high standards of student conduct and enforce discipline as necessary and in accordance with due process rights of students
10. Process personnel actions, student disciplinary actions and/or related matters for documenting such actions and being in compliance with district policies and administrative regulations
11. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) to provide written support and/or conveying information
12. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
13. Attend monthly School Board meetings
14. Supervision of After-School Activities
15. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
16. Maintains satisfactory attendance, as defined in school policy and regulations
17. Supervise the licensed and classified staffs and responsible for the recruiting, screening, hiring, training, assigning and the evaluation of the following staff:
 - a. Secretaries
 - b. Counselors
 - c. Special Education Director
 - d. Assistant Principal Athletic Director
 - e. All licensed and non-licensed staff directly involved with student's education.

- f. Example: teachers, paraprofessionals, and aids.
- g. All extracurricular duties that are not sport related

18. Attends and participates in all meetings of the Board, except executive sessions of those meetings which are concerned with the director's employment.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.
2. Utah School Principal's License

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Director

Reports To: Real Salt Lake Board of Education

Evaluated By: Real Salt Lake Board Education

JOB GOAL: To manage the school system and to provide leadership according to the school district's vision.

ESSENTIAL REQUIREMENTS:

1. Experience desire - Successful experience in the administration of a school's finances, systems, and business operations.
3. Other requirements - Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Experience, maturity, and leadership abilities in appropriate facets of administration; awareness to the needs and objectives of the schools Mission and Vision as well insuring compliance with Real Salt Lake Academy High School's Charter, and the ability to supervise and evaluate the work of others. Demonstrated ability to:
 - a. Be responsive to the Board of Education in goal setting, long- and short-range planning, and policy development;
 - b. show a strong commitment to student needs;
 - c. serve as good-will ambassador for the Real Salt Lake Academy High School;
 - d. possess personal integrity, self-confidence, and concern for people;

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work closely and in conjunction with the principal to insure the mission and the vision of the school are met as well as school's policies and procedures, laws, and regulations.
2. Recommends policies on organization, finance, and school facilities.
3. Assumes responsibility regarding the selection, assignment, dismissal, and evaluation of the following personnel:
 - a. Registrar
 - b. Cleaning staff or services
 - c. Food preparation staff or services
 - d. Maintenance staff or services
 - e. Technology Staff or services
 - f. Transportation staff or services
 - g. Other Business Management Services
7. Supervises the preparation and presentation of the annual budget and recommends it to the Board of Education for approval.
8. Administers the budget as enacted by the Board, acting at all in accordance with legal requirements and adopted Board policies.
9. Attends and participates in all meetings of the Board, except executive sessions of those meetings which are concerned with the director's employment.
10. Conducts a continuous evaluation of the progress and needs of the schools and keeps the public informed.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Athletic Director

Reports To: Principal

Evaluated By: Principal

JOB GOAL: Coordinate and manage the athletic-related functions for the school, including planning, organizing, and managing the employees and coaches within the Athletics Department.

ESSENTIAL REQUIREMENTS:

1. Bachelor's Degree and valid teaching certificate
2. Experience and knowledge of current practices of athletic programs
3. Administrative budgeting and financial recordkeeping
4. Carry out UHSAA and USSA policies and procedures
5. Participate with other Schools for developing and coordinating activities.
6. Effective communication skills with staff, parents, peers and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the building principal in the recruitment, selection, training and supervision of the staff and present to the Board.
2. Assist the building principal in the development of long-range plans for the athletic activity departments.
3. Schedule all activities and place accurate times and places on school calendar.
4. Recruit, schedule and supervise all contracting officials.
5. Ensure proper arrangements for gatekeepers, scorekeepers, and timekeepers for all events.
6. Ensure the playing environments are safe and secure for all events.
7. Ensure that proper care and treatment procedures for the facility and equipment are firm and followed by all participants.
8. Communicate with all coaches and instructors the expected procedures for all scheduled activities.
9. Ensure the student handbook contains up-to-date information for students and parents about qualifications and participation in each adopted program.
10. Ensure all equipment is properly used, stored and inventoried.
11. Provide the building principal with appropriate budget information concerning each activity.
12. Help develop and maintain athletic handbook for the School that identifies the School philosophy, mission statement, goals and objectives for the program.
13. Tournament Activities: All activities relating to the scheduling, supervision and control of all tournaments will be the responsibility of the AD.
14. Manage requisitions from coaches.
15. Maintain all programs to be within UHSAA and USSA guidelines and all participants abide by the rules and regulations of UHSAA and USSA.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Director of Special Services

Reports To: Principal

Evaluated By: Principal

JOB GOAL: To be responsible for the leadership, management, and coordination of Real Salt Lake Academy High School's special education programs and services and federal programs in compliance with the state and federal requirements for implementation of the Individual with Disabilities Education Act, IDEA and ESEA/ESSA.

ESSENTIAL REQUIREMENTS:

1. Master's Degree in Education
2. Special Education Administrator's Certification
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable.
4. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements.
5. Ability to prepare and manage the Special Education budget.
6. Ability to prepare and manage the Federal Programs
7. Ability to provide direction to others and to make independent judgments.
8. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers, staff and community.
9. Ability to maintain confidentiality.
10. Ability to communicate with individual of varied cultural and educational backgrounds.
11. Ability to keep and maintain accurate records and to meet deadlines.
12. Perform physical requirements which may include:
 - a. Moderate to extensive degree of physical and emotional stamina.
 - b. Frequent and prolonged standing, walking and sitting.
 - c. Ability to correctly restrain students.
 - d. Possible exposure to bodily fluids due to student injury, illness or daily care needs.
13. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In cooperation with the building principal, supervise the certified and classified staff including the recruitment, screening, hiring, training, assigning, and evaluation of the special education and Title I staff.
2. Provide direction for the special education program, including long and short-range goals.
3. Ensure the implementation of the process of special education.
4. Provide for organization of special education throughout the school.
5. Provide for management of special education instruction.
6. Provide leadership for positive change in the special education programs.
7. Serves as District Homeless Coordinator/Liaison.

8. Serve as Migrant Education Coordinator.
9. Serve as ESL Coordinator.
10. Serve as District Homebound Coordinator.
11. Serve as Home school Coordinator.
12. Serve Title VIII Coordinator
13. Serve as Section 504 Coordinator
14. Serve as Federal Programs Director
15. Promote appropriate staff development in special education and Title I.
16. Communicate standards of expected performance.
17. Provide for the effective day-to-day operation of the special education program.
18. Promote and maintain a positive climate as part of a cooperative effort.
19. Demonstrate effective problem-solving, decision-making, and conflict-resolution skills.
20. Demonstrate effective organization skills.
21. Demonstrate positive, professional relationships with district personnel.
22. Demonstrate positive relationships with patrons/community.
23. Demonstrate positive relations with other administration.
24. Demonstrate knowledge of the legal basis for special education and federal programs.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Counselor

Reports To: Principal

Evaluated By: Principal

JOB GOAL: To provide activities to meet the needs of the students, to consult with teachers, staff and parents to enhance their effectiveness in helping students, and to provide support to other secondary educational programs.

ESSENTIAL REQUIREMENTS:

1. Certification or Licensure – must hold or be able to obtain a valid and current secondary counselor license through the Utah State Board of Education.
2. Experience desire – Three or more years of successful experience as a school counselor.
3. Other requirements - Must successfully pass a background check and drug test that are satisfactory to the Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements the secondary guidance curriculum by conducting guidance learning activities in the classroom and/or by consulting with and/or being a resource person for teachers to facilitate the infusion of guidance learning activities into the curriculum.
2. Guides and counsel's groups and individual students through the development of educational and career plans.
3. Counsels small groups and individual students with problems.
4. Consults with teachers, staff and parents regarding meeting the developmental needs of students.
5. Refers students with severe problems to appropriate community agencies in consultation with their parents.
6. Coordinates, conducts or participates in activities which contribute to the effective operation of the school.
7. Evaluates and revises the building guidance program.
8. Administers and interprets evaluation instruments as required by the District Assessment Plan.
9. Pursues professional growth.
10. Effectively communicates with parents, students, and staff.
11. Performs other duties as assigned at the request of the superintendent or principal.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.
2. Missouri School Counselor certification

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Secretary

Reports To: Principal

Evaluated By: Principal

JOB GOAL: This position provides the necessary clerical support required by the administration of the school district to assure the smooth, efficient operation of the school offices or departments.

ESSENTIAL REQUIREMENTS:

1. A reasonable degree of proficiency in keyboarding, a working knowledge of basic office procedures and the operation of common office equipment, machines, and technology.
2. Proficient in public relations skills such as:
 - a. Communication skills via phone
 - b. Communication skills via electronic messages
 - c. Communication skills with parents, students, staff and community members
3. Maintains confidentiality.
4. An ability to multi-task and perform under pressure
5. Alternatives to the above qualifications as the School Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. The secretary shall handle various types of written communication
2. The secretary shall obtain, gather, and organize pertinent data as needed, and place it into a usable form such as ASPIRE, CACTUS, and data programs required by the State of Utah.
3. The secretary shall maintain a regular filing system, as well as a set of confidential files, and process-incoming correspondence as instructed.
4. The secretary shall place and receive telephone calls and record messages, screen the list of callers and relay messages to school personnel.
5. The secretary shall order and maintain supplies as needed.
6. The secretary shall perform any bookkeeping (financial and/or attendance) tasks associated with the specified position.
7. The secretary shall welcome and register visitors to the school and determine the nature of their business.
8. The secretary handles sensitive, confidential matters including financial documents and privileged communications and records.
9. The secretary controls the flow of student, faculty, staff, and all visitors through the front doors by visual and voice recognition, insuring the safety of the students in the building.
10. The secretary shall coordinate and work closely with building principal and/or director to ensure smooth operations of the building or department.
11. The secretary shall perform any other duties as assigned by the principal and /or Director.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Classroom Teacher

Reports To: Principal

Evaluated By: Principal

JOB GOAL: To provide students of Real Salt Lake Academy High School educational instruction that will foster and accelerate their intellectual, physical, social, and career development in accordance with school policies and procedures.

ESSENTIAL REQUIREMENTS:

1. Education level – Bachelor's degree.
2. Certification or Licensure – Appropriate and current Utah Teaching Certificate.
3. Experience desired – Three years classroom teaching experience.
4. Other requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, time management, and communication skills. Knowledgeable in instructional technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Acts as the responsible agent for the instruction of students and is knowledgeable of the subject(s) they are assigned to teach.
2. Maintains clear and up-to-date written lesson plans. Able to show written evidence of preparation upon request of administrator.
3. Conducts assigned activities from the administration, in conformity with the approved policies of the Board of Education, the regulations of USBE, and State and Federal Law.
4. Aligns plans to clearly defined objectives consistent with established curriculum. Provides the experiences needed to extend students' thinking skills that meet the individual needs and interests of the students.
5. Prepares and has necessary materials available. Increases the probability of continued student learning through greater motivation. Creates a classroom environment conducive to learning and appropriate to the maturity and interests of the students.
6. Makes effective use of planning time. Observes designed working hours per the job assignment and uniqueness of each assignment.
7. Provides effective communication between school and home.
8. Differentiates instruction based upon individual needs and abilities.
9. Implements the District's mission and vision through instructional goals and objectives.
10. Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
11. Assesses the growth of students on a regular basis and provides progress reports as required.
12. Maintains confidentiality of children and families served.
13. Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
14. Promotes an environment in which all students feel free to participate.

15. Assists the administration in implementing all policies and rules governing students and conduct.
16. Develops reasonable rules of behavior and procedure in the classroom and maintains order in the classroom in a fair and just manner. Expects students to set and maintain standards of classroom behavior.
17. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
18. Continues professional growth through participation in professional developmental opportunities that align to the District's Professional Development Plan.
19. Participates in curriculum improvement and development and revision of course outlines for the classes he/she teaches.
20. Performs campus supervision as needed or directed by supervisor.
21. Attends staff meetings and serves on staff committees as required.
22. Participates cooperatively with the Principal in performance evaluations as stated in the school's policies/procedures.
23. Performs other duties as assigned at the request of the director or principal.
24. Supports and implements strategies that enhance student performance on local, state, and federal assessments.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance.
2. Utah Teaching Certificate

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Paraprofessional

Reports To: Teacher, Principal, Director of Special Education

Evaluated By: Director of Special Education Services or Principal

JOB GOAL: To assist the classroom teacher with delivery of instructional services to students. A personal aide also provides non-instructional services to students necessary for the student to access the district's facilities and programs.

ESSENTIAL REQUIREMENTS:

1. A minimum of a high school diploma.
2. Consistent and regular attendance.
3. Possess a good work attitude with a positive and pleasant disposition in relating to staff, students and the public.
4. Capable of physical exertion to manually lift, push, pull, bend and carry
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Displays an understanding of school curriculum
2. Maintains appropriate knowledge of subject matter contained in each discipline
3. Employs a variety of teaching techniques appropriate to the functioning level of students and the instructional objectives demonstrated by the teacher
4. Provides and promotes maximum student involvement opportunities to experience success in instructional activities
5. Incorporates instructional prescriptions for remediation and/or enrichment
6. Provides input in selecting activities appropriate to the abilities, needs and interests of the students
7. Assists in the organization and preparation of appropriate institutional materials
8. Assists in maintaining the classroom in a functional, attractive and orderly environment conducive to student learning (i.e. bulletin boards, displays, posters, etc.)
9. Provides students with timely written or verbal feedback
10. Provides teacher with feedback on student performance
11. Assists students with evaluating their own performance
12. Assists the teacher in maintaining student progress reports
13. Assists the teacher in complying with IEP deadlines and objectives
14. Assists students with basic physical needs
15. Reproduces materials for learning activities
16. Assists in preparation/dissemination of correspondence
17. Assists the teacher in evaluating student work (i.e., tests, quizzes, etc.)
18. Demonstrates appropriate motivational techniques
19. Enforces behavioral expectations and demonstrates effective techniques as directed by the classroom teacher to maintain appropriate behavior
20. Communicates information to the teacher regarding student behavior

21. Manages discipline problems in accordance with administrative regulations, school board policies and legal requirements
22. Maintains confidential nature of all school-related matters
23. Other duties assigned by immediate supervisor, principal, or director

Physical Requirements

An individual who holds this position:

- Is frequently required to stand, stoop, bend and kneel

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Maintenance Staff

Reports To: Director

Evaluated By: Director

JOB GOAL:

Currently this is a contracted service and will be defined in the contract and not this document.

ESSENTIAL REQUIREMENTS:

Currently this is a contracted service and will be defined in the contract and not this document.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Currently this is a contracted service and will be defined in the contract and not this document.

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Food Preparation Staff

Reports To: Director

Evaluated By: Director

JOB GOAL:

Currently this is a contracted service and will be defined in the contract and not this document.

ESSENTIAL REQUIREMENTS:

Currently this is a contracted service and will be defined in the contract and not this document.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Currently this is a contracted service and will be defined in the contract and not this document.

REAL SALT LAKE ACADEMY HIGH SCHOOL

Job Title: Transportation Staff

Reports To: Director

Evaluated By: Director

JOB GOAL:

Currently this is a contracted service and will be defined in the contract and not this document.

ESSENTIAL REQUIREMENTS:

Currently this is a contracted service and will be defined in the contract and not this document.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Currently this is a contracted service and will be defined in the contract and not this document.