

<b>Job Title</b>	Teacher
<b>Reports To:</b>	Director

Job purpose:

A teacher should prepare daily lesson plans which include a learning target and success criteria that are based on the Utah Core Standards. A teacher will organize and implement an appropriate instructional program in a K-9 learning environment which guides and encourages students to develop and fulfill their academic potential.

Duties and Responsibilities:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active student engagement and achieve depth of knowledge that ensures student mastery of content
- Establish and communicate clear objectives for all learning activities.
- Develops units, lesson plans and tests that monitor progress and growth
- Instruct and monitor students in the use of learning materials and equipment, including technology
- When possible use relevant technology to support and differentiate instruction
- Manage student behavior in the classroom by following Vista's school-wide discipline plan
- Establish and enforce rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Create a safe learning environment for all students
- Provide feedback on work which communicates clearly what the student did well and what needs to improve
- Encourage and monitor the progress of individual students and use information/data to adjust teaching strategies
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by laws, policies and school regulations
- Prepare required reports for students for IEP meetings and conferences with parents
- Participate in team, department, professional development, strategic planning, IEP, MTSS, school-wide and parent meetings

- Provide timely communications regularly to students, colleagues and parents regarding student progress and student needs
- Prepare the classroom daily in advance for class activities
- Provide a variety of learning materials and resources for use in educational activities which differentiates for all students, meeting their learning needs
- Know and work toward all IEP goals for all special education students
- Meet with special education case worker for each student at least quarterly to discuss goals and student progress
- Plan co-taught lessons with special education teachers
- Participate in parent teacher conferences twice per year
- Observe and evaluate student's performance and development
- Assign and grade class work, homework, tests and assignments
- Set goals to improve instruction and management based on feedback from the Vista School Director and the Learning Coach
- Treat all students in a fair and respectful manner
- Collaborate with colleagues to improve teaching practices and create successful learning opportunities for students
- Write behavior plans as needed in collaboration with grade level team, special education teachers, and administration
- Use current teaching methods and strategies to best serve the students at Vista School

#### Qualifications:

- Hold a bachelor's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Successfully complete a [state-approved teacher preparation program](#)
- Successfully complete all required [Praxis](#) exams
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

#### Working Conditions:

Teachers will work in their classroom and on campus from 7:55am until 3:35pm Monday through Friday. Teachers will also be required to work on campus during these times as scheduled by Vista's Administration: parent/teacher conferences, teacher trainings throughout the school year and in August, occasional after school activities related to

grades/subjects taught, student performances, and as needed to meet with parents and school administration. Often additional hours are needed to prepare for each day of instruction.

Salary:           Commensurate with experience

<b>Job Title</b>	Special Education Teacher
<b>Reports To:</b>	Director

Job purpose:

A special education teacher is a highly qualified teacher who is responsible for individual instruction of students with IEPs, conducting annual meetings, and managing a caseload of students.

The special education teacher's primary priority is to work in partnership with parents, students, paraprofessionals, and regular education teachers to promote student achievement and collect student data to measure growth. The special education teacher will work directly in the classrooms using a co-teaching model and/or a small group environment.

Duties and Responsibilities:

- Collaborate with regular education teachers and paraprofessionals to monitor student progress on a weekly basis
- Collect data and appropriate work samples
- Develop and implement IEPs
- Complete quarterly progress reports for caseload
- Complete all paperwork accurately, in compliance, and within timeline regulations
- Know how to use different co-teaching models to partner with regular education teachers
- Instruct students individually, in small groups, and/or as a whole class
- Be consistent and assist regular education teachers with specially designed instruction
- Knowledge of different intervention strategies to support students
- Attend professional development, team, department, and other meetings at school
- Help plan, prepare and deliver lesson plans and instructional materials that facilitate active student engagement and achieve depth of knowledge that ensures student mastery of content
- Establish and communicate clear objectives for all learning activities.
- Help develop units, lesson plans and tests that monitor progress and growth
- Instruct and monitor students in the use of learning materials and equipment, including technology
- When possible use relevant technology to support and differentiate instruction

- Manage student behavior in the classroom by following Vista's school-wide discipline plan
- Establish and enforce rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Create a safe learning environment for all students
- Provide feedback on work which communicates clearly what the student did well and what needs to improve
- Participate in parent teacher conferences twice per year
- Set goals to improve instruction and management based on feedback from the Vista School Director and the Learning Coach
- Treat all students in a fair and respectful manner
- Write behavior plans as needed in collaboration with grade level team, regular education teachers, and administration
- Use current teaching methods and strategies to best serve the students at Vista School

#### Qualifications:

- Hold a bachelor's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Successfully complete a [state-approved teacher preparation program](#)
- Successfully complete all required [Praxis](#) exams
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

#### Working Conditions:

Special education teachers will work on campus from 7:55am until 3:35pm Monday through Friday. Special education teachers will also be required to work on campus during these times as scheduled by Vista's Administration: parent/teacher conferences, teacher trainings throughout the school year and in August, occasional after school activities related to grades/subjects taught, student performances, and as needed to meet with parents and school administration. Often additional hours are needed to prepare for each day of instruction.

Salary:           Commensurate with experience

<b>Job Title</b>	Title 1 Director
<b>Reports To:</b>	Director

Job purpose:

A reading specialist should provide leadership, coordination, collaboration, and innovation in reading instruction and curriculum, so all students make at least one year's progress in one year of time.

Duties and Responsibilities:

- Assess students' reading abilities using Vista approved assessment tools
- Interpret and disseminate results from student assessments
- Organize and share the results of student assessments with administrators and teachers
- Identify deficiencies based on assessment data
- Create reading intervention plans and strategies
- Develop a schedule in cooperation with the regular ed teachers to meet with students
- Collaborate with regular ed teachers to develop and implement interventions for all students
- Meet regularly with students to implement interventions and complete progress monitoring
- Communicate weekly with regular ed teachers about student progress
- Provide reading intervention training to teachers and Title 1 aides as needed
- Plan and conduct intermittent evaluations to assess the need for changes in the reading curriculum/program.
- Participate in data review meetings and serve in an advisory/leadership capacity on the MTSS committee

Qualifications:

- Hold a bachelor's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Successfully complete a [state-approved teacher preparation program](#)
- Successfully complete all required [Praxis](#) exams
- Cleared fingerprinting/background check

- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

Working Conditions:

Reading specialists will work in the building from 7:55am until 3:35pm Monday through Friday. They will also be required to work on campus during these times as scheduled by Vista's administration: parent/teacher conferences, teacher trainings throughout the school year and in August, occasional after school activities related to grades/subjects taught, student performances, and as needed to meet with parents and school administration. Often additional hours are needed to prepare for each day of instruction.

Salary:           Commensurate with experience

<b>Job Title</b>	Assistant Principal/Learning Coach
<b>Reports To:</b>	Director

Job purpose:

The learning coach will support all teachers in the implementation of best practices with regard to instruction, curriculum development, and classroom management. This person is responsible for assisting the school director in the leadership, coordination, supervision and management of the school programs and operations.

Duties and Responsibilities:

- Develop, create and administer professional development that meets the needs of teachers to help them improve teaching practices, interpret data to improve instructional strategies, and create a safe learning environment through implementation of effective procedures and routines
- Formalize processes to evaluate the effectiveness of the professional development provided to teachers and staff
- Assist teachers in developing units, lesson plans and tests that monitor student progress and growth
- Provide new teacher training
- Provide teacher trainings during the summer and throughout the year to ensure teachers have the most current training on effective teaching practices
- Supervise the mentoring program for all teachers in their first year teaching at Vista School
- Provide weekly observations and feedback to teachers in the mentoring program
- Provide quarterly observations and feedback for all other experienced teachers
- Supervise and support the Reading Specialist and Title 1 Coordinator as they assess students, collect/share data, and develop intervention plans for students
- Ensure the effective implementation of all Vista School approved curriculum
- Assist teachers in evaluating methods/instructional tools and developing effective learning plans and classroom management techniques to ensure college and career readiness
- Assist the Director in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy,



- policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; as well as preparing reports as directed by the Director
- Support the Director in the overall administration of the school; interpret and enforce school policies and regulations
  - Assist the Director in maintaining the school culture of dedication, commitment and hard work to create a results-oriented, collaborative learning community
  - Support the Director in the collaborative development, implementation, and ongoing refinement of the school's Strategic Plan
  - Work with the Director to plan and implement a professional development/growth program for teachers and staff
  - Serve as the Vista Administration Representative on the Vista Foundation
  - Select and invite, in collaboration with the Director, Team Leads and Department Heads prior to the start of each school year
  - Supervise all Team Leads and Department Heads in planning monthly meeting agendas and communicating expectations
  - Fulfill all Director responsibilities in his absence
  - Provide approval for curriculum related purchases
  - Oversee any changes to curriculum
  - Assist in maintaining discipline throughout the student body; work with teachers, parents and students to ensure success and safety for all students
  - Assist in the planning and implementation of a formalized method of supervising the instructional programs through the use of learning walks, observations, documentations, and follow-up debriefs
  - Model and maintain high standards of professionalism

Qualifications:

- Hold a bachelor's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Successfully complete a [state-approved teacher preparation program](#)
- Successfully complete all required [Praxis](#) exams
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to students, families, and co-workers at Vista School

Working Conditions:

Assistant Principals will work at the school from 7:55am until 4:00pm Monday through Friday. The Assistant Principal will also be required to work on campus during these

times as scheduled by Vista's Director: parent/teacher conferences, teacher trainings throughout the school year and in August, occasional after school activities related to grades/subjects taught, student performances, and as needed to meet with parents and school administration. Often additional hours are needed to support the daily requirements of running a school.

Salary:           Commensurate with experience

<b>Job Title</b>	Paraprofessional
<b>Reports To:</b>	Title 1 Coordinator/Director

Job purpose:

A paraprofessional will assist, support, and work closely with teachers, administrators, and other team members in providing quality interventions to continuously improve student achievement.

Duties and Responsibilities:

- Effectively observes assigned work hours
- Maintains a pattern of prompt and regular attendance
- Follows the daily schedule as assigned by the Title 1 Director
- Adjusts to work assignments and/or schedule changes
- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher
- Regularly conducts progress monitoring of student for whom interventions are provided, and shares this data with the regular Ed teacher
- Assists as directed by the Title 1 Director in the effort to successfully ensure growth in our students with special needs in an integrated setting, as determined by the IEP goals
- Supervises students in classrooms, hallways, cafeterias, school yards, and gymnasiums, or on field trips.
- Communicates clearly and positively with students and all stakeholders.
- Serves as a source of information and assists any substitute teacher assigned to the class.
- Attends staff meetings, and serves on committees as required by Vista Director or supervisor
- Performs other duties as assigned by the Title 1 Director, Director or his/her designee.
- Performs as a Substitute Teacher in classrooms when asked by Title 1 Director
- Demonstrates ethical behavior and confidentiality of information about students
- Maintains a cooperative working relationship with Director, Title 1 Director, students, parents, staff and public

- Participates in professional learning activities which align with school improvement goals
- Participates in staff development opportunities provided by Vista School
- Demonstrates a positive attitude toward work assignment

Qualifications:

- Hold an associate's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts with 48+ hours completed
- Pass ParaPro Assessment with a score of 460
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

<b>Job Title</b>	Performing Arts/Event Coordinator
<b>Reports To:</b>	Performing Arts and Events Director

Job purpose:

The Performing Arts Assistant/Event Coordinator position is designed to support all school events throughout the year to ensure the performances and events reflect the high quality education students receive at Vista School.

Duties and Responsibilities:

- Effectively observes assigned work hours
- Updates and coordinates the Event Requests Google Doc: plan, schedule, organize performance requests, field trips, assemblies, building rentals
- Meet with the teacher in charge of an event well in advance to coordinate all the details of the event and make all necessary arrangements/assignments for tech support, admin support, custodial support, etc.
- Coordination of all Trip Planning including: arrange hotel, transportation, activities, food, chaperones. Create google docs, communicate regularly with parents and director/teacher, create budget in partnership with the Performing Arts Director and receive approval from Director of Finances and IT, money collection including collections and payment plans
- Record payments for performing groups and trips daily through square report, cash and checks
- Coordinate all school permission slips for field trips: gather info, notify Food Service Director of lunch orders, notify teachers, give Attendance/Front Desk that day, follow up with students to collect missing slips, record each one in doc. Call parents who haven't turned them in the day before the deadline.
- Edit/approve performance programs
- Present fundraiser ideas to Performing Arts/Events Director
- Supervise Fundraisers: communicate with families and collections for auditioned group fundraisers
- Supervise Musical or Dance Concert: prepare volunteer/mic signups, plan production meetings with agendas and the distribution of minutes, print daily signup lists, oversee set up of volunteers, support student supervision backstage

- Organize performing group fee billing: choose pricing with business office, email parents for payments, arrange payment plans, send parent reminders
- Create the school calendar of events the summer prior to the school year and update the school calendar throughout the year (School calendar: figure out initial draft of dates, events and performances, contact every performing arts teacher and others with events to approve dates and details, enter each date with details on the website school calendar, including minimum days and A/B. Add employee birthdays.)
- Writing for the weekly Friday Newsletter: compile info, remind those involved, choose photos with Director of Finances and IT
- Attend most school events, including evenings, to troubleshoot and assist
- Marquee Update: send info to Director of Finance and IT for the marquee several times a week
- Set up all community performances for our performing/audition groups
- PTO Liaison: regular contact with PTO President to plan dates, get approval from Director, follow up on all PTO events
- Writing for the monthly Ivins City Newsletter
- Schedule Buses for trips, fill out paperwork for business office, follow up with reminders and details
- Attend all department meetings, take minutes, share them with dept
- 9th grade Promotion and Recognition Night: choosing the program, supplies to be ordered, printed program compilation, lists of students, run rehearsal, etc .
- UMEA membership renewals and conference registration
- In the spring, create new google docs for all performing groups (gather names and changes from directors, add parent contact information and fee info)

#### Qualifications:

- Hold an associate's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

#### Working Conditions:

The Performing Arts Coordinator/Event Coordinator will work in the building from 8:00am until 4:00pm Monday through Friday. This position often requires evening and weekend hours to support events and trips. There is a need for very meticulous and

Careful planning of each event, as well as specific communication to each person involved in events and activities. Organizational skills are critical, as the success of each event depends on this person.

Salary: Commensurate with experience

<b>Job Title</b>	Performing Arts and Events Director
<b>Reports To:</b>	Director

Job purpose:

The Performing Arts and Events Director position is designed to provide oversight to all school performances and events throughout the year to ensure the performances and events reflect the high quality education students receive at Vista School. This person is responsible for the planning, implementation, evaluation and improvement of every event.

Duties and Responsibilities:

- Effectively observes assigned work hours
- Provides oversight of the coordination of the Event Requests Google Doc: plan, schedule, organize performance requests, field trips, assemblies, building rentals, events
- Meet with the Performing Arts/Events Coordinator weekly to go over all events for the week and any upcoming bigger events that require additional oversight/planning
- Provides oversight of the planning of all school trips. Planning includes: arrange hotel, transportation, activities, food, chaperones, create google docs, communicate regularly with parents and director/teacher, create budget in partnership with the Performing Arts Coordinator and request approval from Director of Finances and IT, money collection including collections and payment plans
- Follow up on any payments not received for performing arts groups
- Provide oversight for all school permission slips for field trips. The performing arts/events coordinator will: gather info, notify Food Service Director of lunch orders, notify teachers, give Attendance/Front Desk that day, follow up with students to collect missing slips, record each one in doc. Call parents who haven't turned them in the day before the deadline.
- Edit/approve performance programs
- Approve and supervise fundraisers
- Supervise all events. Ensure that any events requiring the following are prepared in advance: volunteer/mic signups, production meetings with agendas, daily



signup lists, volunteers, student supervision backstage, tech support, custodial support, etc. Work with the Performing Arts/Event Coordinator on all details.

- Approve performing group fee billing: choose pricing with Director, and organize money collection with Performing Arts/Events Coordinator
- Approve the school calendar of events prepared by the Performing Arts/Events Coordinator, the summer prior to the school year and update the school calendar throughout the year
- Attend all school events and performances, including evenings and weekends, to troubleshoot and assist
- Approve all community performances for our performing/audition groups
- Attend all department meetings
- Help organize 9th grade Promotion and Recognition Night
- Work directly with the Performing Arts Department Head to determine the needs of the Department
- Meet weekly with administration during admin meetings to provide updates, make requests and serve as the liaison for the Performing Arts Department
- Determine and approve building updates to performing arts spaces; research, get bids, present bids to Director, and oversee projects to completion
- Approve all audition packets prior to distribution
- After each event, assist with clean up, student pick up, securing the facilities, etc.
- Receive training and be prepared to help with basic lights and sound in the black box and theater
- Assemble and oversee production teams

#### Qualifications:

- Hold a bachelor's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Cleared fingerprinting/background check
- Excellent communication and listening skills
- Leadership skills and experience
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

#### Working Conditions:

The Performing Arts and Events Director will work in the building from 8:00am until 4:00pm Monday through Friday. This position often requires evening and weekend

hours to support events, performances and trips. There is a need for very meticulous and careful planning of each event, as well as specific communication to each person involved in events and activities. This person must be able to supervise groups of people and have the vision to support each person in fulfilling their responsibilities resulting in a successful event or production.

Salary:           Commensurate with experience

<b>Job Title</b>	Special Education Director
<b>Reports To:</b>	Director

Job purpose:

The Special Education Director will support the special education department and all teachers in the implementation of best practices with regard to differentiation, accommodations, child find, and federal and state compliance. This person is responsible for assisting the school director in all special education responsibilities.

Duties and Responsibilities:

- Recommends policies and programs essential to the needs of students with disabilities
- Evaluates existing programs and recommends changes and additions to the Director
- Forms Program Improvement Plan (PIP) with a committee each year to lay out specific goals and objectives for the program
- Evaluates special education program, curriculum, and procedures, and individual student's needs and achievements
- Oversee schoolwide MTSS team and train staff as needed on interventions
- Attend state meetings and conferences regarding special education and MTSS
- Provide teacher trainings to ensure teachers have the most current training on effective teaching practices when working with students with disabilities
- Provide observations and feedback to special education teachers and aides
- Supervise and support the case managers as they assess students, collect/share data, and develop ieps for students
- Oversee and act as LEA for all IEP, evaluation, re-evaluation, and data review meetings
- Keep informed of all legal requirements governing special education and provide information to school and staff
- Keep informed of all reports regarding state and federal financing of special education; changes in law; and other pertinent issues
- Establish policies and procedures for placement, evaluation, assignment, and re-evaluation of students with disabilities
- Ensure 50+ file reviews occur each year for compliance

- Assist in recruitment, interviewing, hiring, training, and supervising of special education staff
- Oversee all contracted staff including PT, OT, Speech, Psychologists, etc.
- Assist with the development of the special education budget and ensure MOE happens
- Approve purchase of supplies, materials, furniture, etc.

Qualifications:

- Hold a bachelor's degree in special education from an accredited institution or a master's degree in school administration
- Provide original official copies of all college/university transcripts
- Successfully complete a [state-approved teacher preparation program](#)
- Successfully complete all required [Praxis](#) exams
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to students, families, and co-workers at Vista School

Working Conditions:

The special education director will work at the school from 7:55am until 4:00pm Monday through Friday. The special education director will also be required to work on campus during these times as scheduled by Vista's Director: parent/teacher conferences, teacher trainings throughout the school year and in August, occasional after school activities related to grades/subjects taught, student performances, and as needed to meet with parents and school administration. Often additional hours are needed to support the daily requirements of running a school.

Salary:           Commensurate with experience

<b>Job Title</b>	Special Education Paraprofessional
<b>Reports To:</b>	Grade Level Case Manager / Special Education Director

Job purpose:

Special Education Paraprofessionals play an important supporting role in helping students with disabilities make progress as outlined in individualized education plans (IEP), and to receive individualized instruction and assistance while in the general or special education classroom. Aides help classroom teachers in maintaining safe and clean facilities so that students with special needs or disabilities can fully participate in classes, assist in managing student behavior, particularly focused on students with special needs and disabilities, under the direction of the classroom and special education teachers teach differentiated lessons that engage students at their individualized level with the goal of increasing the academic and social success of students according to their individual needs and goals.

Duties and Responsibilities:

Support Instructional Opportunities

- Have knowledge and proficiency in reading, writing, and mathematics
- Have the ability to record relevant data and information about learners
- Assist teachers with classroom instruction as assigned, including working with small groups, providing individualized attention to students, and managing behavior.
- Understand how to use basic technology i.e. iPad, Chromebook and Google programs
- Use basic interventions to adapt to learner needs, learning styles, and ability
- Assist in documenting observations of students when needed

Support Professionalism and Ethical Practices

- Recognize and respect the roles of teachers as supervisors and team leader
- Carry out responsibilities in a manner consistent with all policies and procedures
- Respect confidentiality of students and staff members

- Have reliable attendance, punctuality, and dependability
- Exhibit sensitivity to cultural, individual differences and disabilities
- Have knowledge of health, safety, and emergency procedures
- Participate in staff development and learning opportunities

#### Support a Positive Learning Environment

- Use proactive management strategies to engage learners
- Support behavior plans for classroom and individual students
- Assist in maintaining an environment conducive to the learning process
- Assist in teaching children and youth social skills
- Assist learners in using self control and self management strategies

#### Communicate Effectively and Participate in the Team Process

- Use effective communication skills
- Provide relevant feedback in progress reports and make recommendations regarding learner performance and programming to supervisor (Case Manager)
- Participate in Department meetings
- Select and use appropriate channels for resolving conflict and concerns
- Foster beneficial relationships between family, school, and community

#### Working Conditions:

Paraprofessionals will work from 8:25am until 3:05pm Monday through Thursday, and 8:25am until 12:25pm on Fridays. This job requires dedication and commitment to students and to education.

Salary:           Commensurate with experience

<b>Job Title</b>	Motor Lab Paraprofessional
<b>Reports To:</b>	Grade Level Case Manager / Special Education Director

Job purpose:

Special Education Paraprofessionals play an important supporting role in helping students with disabilities make progress as outlined in individualized education plans (IEP), and to receive individualized instruction and assistance while in the general or special education classroom. Aides help classroom teachers in maintaining safe and clean facilities so that students with special needs or disabilities can fully participate in classes, assist in managing student behavior, particularly focused on students with special needs and disabilities, under the direction of the classroom and special education teachers teach differentiated lessons that engage students at their individualized level with the goal of increasing the academic and social success of students according to their individual needs and goals.

Duties and Responsibilities:

Motor Lab Support Opportunities

- Set up the Motor Lab room (Post the signs, make sure we have the right equipment, etc.)
- Set up and manage the daily Motor Lab schedule including coordinating with teachers and paras. Including sending reminders.
- Coordinate with 504 and Sped to provide the Motor Lab for students who have it as a daily need.
- Update the stations on a weekly basis (based on need)
- Keep data on progress of students or classes using the Lab
- Provide Training to staff
- Be present in the Motor Lab to help teachers run the Lab and help the students. Be comfortable with guiding the students in the correct movement.
- Stay on schedule as much as possible
- Follow the RBLM guidelines on how to run the Motor Lab

- Coordinate with Occupational Therapist (OT) weekly on questions and needs. A weekly time will be set up. You will receive additional training on managing behavior through Positive Discipline training.
- Receive feedback from the OT and incorporate suggestions. Plan on discussing how it went at weekly meetings and brainstorming solutions together.
- Use Positive Discipline techniques to promote cooperation with students
- Understand how to use basic technology i.e. iPad, Chromebook and Google programs
- Use basic interventions to adapt to learner needs, learning styles, and ability
- Assist in documenting observations of students when needed

### Support Professionalism and Ethical Practices

- Recognize and respect the roles of teachers as supervisors and team leader
- Carry out responsibilities in a manner consistent with all policies and procedures
- Respect confidentiality of students and staff members
- Have reliable attendance, punctuality, and dependability
- Exhibit sensitivity to cultural, individual differences and disabilities
- Have knowledge of health, safety, and emergency procedures
- Participate in staff development and learning opportunities

### Support a Positive Learning Environment

- Use proactive management strategies to engage learners
- Support behavior plans for classroom and individual students
- Assist in maintaining an environment conducive to the learning process
- Assist in teaching children and youth social skills
- Assist learners in using self control and self management strategies

### Communicate Effectively and Participate in the Team Process

- Use effective communication skills
- Provide relevant feedback in progress reports and make recommendations regarding learner performance and programming to supervisor (Case Manager)
- Participate in Department meetings
- Select and use appropriate channels for resolving conflict and concerns
- Foster beneficial relationships between family, school, and community



Working Conditions:

Paraprofessionals will work from 8:25am until 3:05pm Monday through Thursday, and 8:25am until 12:25pm on Fridays. This job requires dedication and commitment to students and to education.

Salary:           Commensurate with experience

<b>Job Title</b>	Paraprofessional - Title 1 Assistant
<b>Reports To:</b>	Title 1 Coordinator

Job purpose:

A paraprofessional will assist, support, and work closely with teachers, administrators, and other team members in providing quality interventions to continuously improve student achievement.

Duties and Responsibilities:

- Effectively observes assigned work hours
- Maintains a pattern of prompt and regular attendance
- Follows the daily schedule as assigned by the Title 1 Director
- Adjusts to work assignments and/or schedule changes
- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher
- Regularly conducts progress monitoring of student for whom interventions are provided, and shares this data with the regular Ed teacher
- Assists as directed by the Title 1 Director in the effort to successfully ensure growth in our students with special needs in an integrated setting, as determined by the IEP goals
- Supervises students in classrooms, hallways, cafeterias, school yards, and gymnasiums, or on field trips.
- Communicates clearly and positively with students and all stakeholders.
- Serves as a source of information and assists any substitute teacher assigned to the class.
- Track and maintain Progress Monitoring to ensure fidelity
- Data Entry assistance with Skills Testing Intervention Spreadsheets
- Data Entry assistance with DIBELS and Acadience Math in SIS
- Assist in gathering, printing and organizing materials for interventions
- Secretarial Duties as needed
- Assist in building a strong team by being positive, uplifting and supportive
- Assist in organizing and managing Summer School in June
- Attends staff meetings, and serves on committees as required by Vista Director or supervisor

- Performs other duties as assigned by the Title 1 Director, Director or his/her designee.
- Performs as a Substitute Teacher in classrooms when asked by Title 1 Director
- Demonstrates ethical behavior and confidentiality of information about students
- Maintains a cooperative working relationship with Director, Title 1 Director, students, parents, staff and public
- Participates in professional learning activities which align with school improvement goals
- Participates in staff development opportunities provided by Vista School
- Demonstrates a positive attitude toward work assignment

Qualifications:

- Hold an associate's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts with 48+ hours completed
- Pass ParaPro Assessment with a score of 460
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

<b>Job Title</b>	EL Paraprofessional
<b>Reports To:</b>	EL Coordinator

Job purpose:

A paraprofessional will assist, support, and work closely with teachers, administrators, and other team members in providing quality interventions to continuously improve student achievement.

Duties and Responsibilities:

- Effectively observes assigned work hours
- Maintains a pattern of prompt and regular attendance
- Follows the daily schedule as assigned by the EL Coordinator
- Adjusts to work assignments and/or schedule changes
- Works with individual students or small groups of students in basic communication skills and helps reinforce learning of materials or skills
- Regularly conducts progress monitoring of student for whom interventions are provided
- Supervises students in classrooms, hallways, cafeterias, school yards, and gymnasiums, or on field trips.
- Communicates clearly and positively with students and all stakeholders.
- Serves as a source of information and assists any substitute teacher assigned to the class.
- Attends staff meetings, and serves on committees as required by Vista Director or supervisor
- Performs other duties as assigned by the EL Coordinator, Director or his/her designee.
- Performs as a Substitute Teacher in classrooms when asked by EL Coordinator
- Demonstrates ethical behavior and confidentiality of information about students
- Maintains a cooperative working relationship with Director, EL Coordinator, students, parents, staff and public
- Participates in professional learning activities which align with school improvement goals
- Participates in staff development opportunities provided by Vista School
- Demonstrates a positive attitude toward work assignment

Qualifications:

- Hold an associate's degree (or higher) from an accredited institution OR
- Pass ParaPro Assessment with a score of 460
- Provide original official copies of all college/university transcripts with 48+ hours completed
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

<b>Job Title</b>	Stage Manager
<b>Reports To:</b>	Performing Arts / Events Director

Job purpose:

The Stage Manager position is designed to support all school events throughout the year to ensure the performances and events reflect the high quality education students receive at Vista School.

Duties and Responsibilities:

- Effectively observes assigned work hours
- Frequently looks at the Event Requests Google Doc to be informed of upcoming events and tech needs
- Meet with the Performing Arts/Events Director and Coordinator weekly to discuss upcoming events and tech needs
- In charge of light board, sound board, control booth, etc. of theater.
- In charge of organization of all theater equipment including but not limited to cords, microphones, light board, sound board, lights, sound shells, risers, etc.
- Ensure training happens for any student being allowed on the catwalk and other areas of the theater
- Ensure training happens for any student involved in the construction of props and sets
- Be involved with performance programs
- Present feedback and ideas to Performing Arts/Events Director about shows
- Supervise any tech students involved in shows and events
- Attend all school events, including evenings, to run control booth and any other needs the Performing Arts/Events Director may have
- Arrive at least 30 minutes before all events to ensure set up is ready
- Set up all community performances for our performing/audition groups

Qualifications:

- Hold an associate's degree (or higher) from an accredited institution
- Provide original official copies of all college/university transcripts
- Cleared fingerprinting/background check

- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

Working Conditions:

The Stage Manager will work in the building from 8:00am until 4:00pm Monday through Friday. This position often requires evening and weekend hours to support events and performances.

Salary:           Commensurate with experience

<b>Job Title</b>	School Counselor
<b>Reports To:</b>	School Counselor Dept. Head

Job purpose:

The school counselor is responsible for providing comprehensive developmental guidance and counseling services to students in the area of academic achievement, career and educational decision making, and personal/social development. The counselor acts as a consultant in this regard to school personnel, parents, and the community.

Duties and Responsibilities:

- Collects, organizes, and analyzes information about individuals through records, assessments, interviews, and professional sources, to appraise their interest, aptitudes, abilities, and personality characteristics, for vocational and educational planning
- Compiles and studies occupational, educational, and economic information to aid counselees in making and carrying out vocational and educational objectives
- Refers students to placement service
- Assists individuals to understand and overcome social and emotional problems
- Engaged in research and follow-up activities to evaluate counseling techniques
- Provides individual and group counseling for pupils in the areas of personal, social, educational and career development. Under the direction of the principal, ensures the Individual Educational Plan Program is organized and carried out annually in the school
- Organizes and maintains student occupational and educational information and disseminates the information to students
- Consult with pupils, parents, teachers, administrators and other people within the community to bring about changes in the school that will more adequately serve the needs of the students and their families
- Consults with parents regarding their children and plans strategies that will assist the student and his/her parents in reaching desired goals using the Individual Education Plan procedure adopted by Vista School
- Manages and conducts a basic educational assessment program in the school
- Keeps abreast of the total educational offering of the school



- Manages and participates in placement, including jobs for students, military organizations, colleges, vocational schools, apprenticeship programs, scholarships, etc.
- Advocates for the students of the school

Qualifications:

- Hold a master's degree from an accredited college or university
- Provide original official copies of all college/university transcripts
- An active Utah School Counselor K-12 license
- Cleared fingerprinting/background check
- Flexible, hardworking, and committed to the students, families, and co-workers at Vista School

Working Conditions:

Counselors will work in the school from 7:55am until 3:35pm Monday through Friday. Counselors will also be required to work on campus during these times as scheduled by Vista's Administration: parent/teacher conferences, teacher trainings throughout the school year and in August, occasional after school activities related to counseling, student performances, and as needed to meet with parents and school administration. Often additional hours are needed to prepare for each day.

Salary:           Commensurate with experience