

**Date:** June 3, 2025

**To:** Salt Lake City School District Board of Education  
Superintendent Grant

**From:** Logan Hall, Executive Director Human Resource Services  
Alan Kearsley, Business Administrator

**Subject:** Request for Reclassification of Half Time Administrator/Half Time Teacher assignment  
to Administrative Intern

**Summary:**

West High School has been approved for a total of 5.5 administrators. The school has coupled the 0.5 administrative position paid on administrator salary schedule #8 with a 0.5 FTE teacher specialist paid on the certified salary schedule #19 to make the position full time. Several complications exist in implementing this split position ranging from conflicts with the dual supervisor and teacher roles, one position working from two different salaries, different work calendars, and differences in the leave and benefits packages available to both employee groups. This proposal to transition away from the current 0.5 FTE allocation, to that of administrative intern, addresses all of the concerns noted above and also assists the district in creating a much needed leadership pathway for developing well qualified and experienced school leaders.

**Conclusion:**

We are seeking board approval for the reclassification of the originally approved half-time administrator/half-time teacher position to that of Administrative Intern. The Administrative Intern will be a 12-month position paid on lane C or D of the salary schedule #42 based on relevant education and years of experience in an education related field. This position will be paid using property tax and Urban Issues funding.

**Attachments:**

Draft Job Description – Administrative Intern

Salary Schedule #42

# Administrative Intern

## Position Details

**Work Location:**

**Work Calendar:** 242 Day

**FTE:** 1.0

**FLSA Status:** Exempt

**Salary:** Comprehensive Exempt #42, Lane C or D depending on education and experience

**Benefits:** Eligible

**Priority Screen Date:** Close of business on \_\_\_\_

**Anticipated Start Date:**

**\*This position is time limited and is available only for one year per candidate\***

**Interview Date:** TBD

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## JOB SUMMARY

*The administrator intern works closely with the school principal and other assigned administrators to provide positive leadership and guidance to create continuous improvement toward equity, excellence, and achievement for each student, in support of the school principal's vision and goals of providing excellence and equity: every student, every classroom, every day.*

*This internship year allows the candidate on the job experience to learn administrative roles and responsibilities while completing the requirements of professional licensure. The administrative intern will receive mentorship, support, and training throughout the year.*

*The administrator intern, under the direction of the principal will:*

- 1. Implement policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.*
- 2. Focus school resources and personnel on student achievement for student growth.*
- 3. Manage a variety of school administrative functions (e.g. student disciplinary policy, school schedule, afterschool programs assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.*
- 4. Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.*
- 5. Supervise school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.*
- 6. Support the principal for the purpose of providing assistance with administrative functions.*

*This position is supervised by the school principal.*

## MINIMUM REQUIRED QUALIFICATIONS

1. Bachelor's degree in Education or related field
2. Current valid state of Utah Associate or Professional Administrative/Supervisory License or have documentation from your accredited administrative prep program certifying you will be recommended for Professional Administrative/Supervisory licensure by the start date of the administrative assignment, or a provisional or

professional Administrative/Supervisory license from another state that is transferrable to Utah.

3. Three years of licensed experience in K-12 education.
4. Professional communication skills including, but not limited to: excellent written and verbal communication skills in English; confident, articulate, and professional speaking abilities; and empathic listening and persuasive speaking skills.

### **PREFERRED QUALIFICATIONS**

1. Ability to provide positive and inspirational leadership/guidance and a collaborative mindset to learning community stakeholders
2. Have an ESL endorsement or will obtain one within 4 years of hire with the district
3. Ability to implement policies, procedures and/or processes for providing direction and/or complying with mandated requirements.
4. Experience facilitating grade level/content PLC's/data meetings for analysis of student data to inform instructional practices for highest student achievement.
5. Knowledgeable of culturally competent strategies and culturally responsive, professional communication/engagement strategies with all members of the school community
6. Knowledge of and leadership on behalf of: effective English Language Learners teaching practices
7. Experience with development/implementation of a school-wide behavior management process.
8. Knowledge in student leadership development, deployment, and supervision of student activities with consideration of academic and social growth
9. Ability to be flexible and adaptable with changing priorities and needs of the school, students, parents, district, and other stakeholders.
10. Experience and ability with Special Education instruction, 504 plans, laws and regulations, behavior management, Safety Plans, and community support agencies.
11. Knowledge of Gifted and Talented instruction and programming
12. Speaks, reads, writes and understands Spanish.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

1. Collaborate with other relevant colleagues and community members; attend a variety of meetings; stay current on applicable laws, codes, rules and regulations; prepare written materials (e.g. budgets, curriculum, reports, directives, memos, etc.) prepare and deliver presentations.
2. Effectively and diplomatically interact and work in cooperation with district staff at all levels, as well as outside entities; incorporate culturally competent strategies and utilize culturally responsive communication and engagement strategies with all members of the school community.
3. Facilitate communication between personnel, administration, and/or the general public to evaluate solutions, solve problems, and/or resolve employee relations conflicts.
4. Provide sound judgement and advise to constituent community; use excellent critical thinking, decision making and organizational skills.
5. Maintain professional workplace etiquette and represent the department/district in a professional manner; communicate effectively and efficiently with diverse groups of

- people while maintaining confidentiality and positive working relationships with co-workers, students, parents, and other district employees.
6. Maintain adaptability and understanding of cultural differences and in working in a diverse environment while coping with stressful situations related to students and maintaining confidentiality.
  7. Supervise and evaluate the conduct/performance of all assigned personnel.
  8. Provide professional development to engage staff in activities designed to support individual school/district goals and programs to improve student learning; coach teachers and staff through growth-evoking feedback.
    1. Provide timely and constructive feedback on classroom instruction to develop teacher practice.
    2. Facilitate leadership capacity among staff.
    3. Support the school principal with developing a culture of collegial and professional relationships among staff and students.
  9. Facilitate PLC meetings to analyze student data; lead the implementation of effective practices which lead to higher student achievement regardless of race, ethnicity, socioeconomic status, or prior academic achievement.
  10. Analyze and interpret student achievement data to understand and implement achievement strategies based on the school's Student Success Plan (SSP)
  11. Implement policies, procedures and/or processes for providing direction and/or complying with mandated requirements.
  12. Knowledge of and leadership on behalf of: effective English Language Learner teaching practices; accelerated/extended learning programs, and; special needs students, including laws and regulations of special education and 504 plans.
  13. Assist in the management of the school facility and grounds for an appropriate, safe, working and learning environment and manage a school budget in alignment with school needs.
  14. Conduct school budget management in alignment with school needs, following district budget, procurement and accounting policies and procedures with integrity and ethics.
  15. Develop positive growth-minded interactions with student groups and in working with individual students, including development/implementation of a school-wide behavior management process and provide leadership development, deployment and supervision of student activities with consideration of academic, social and ethical growth.
  16. Demonstrate ethical, courteous behavior, and provide educational leadership in employment activities.
  17. Responsible for compliance with all requirements of the Utah Educational Leadership Standards
  18. Work with limited supervision; ability to work effectively under constant deadlines and time constraints; manage multiple tasks and responsibilities and prioritize accordingly.
  19. Maintain regular and predictable attendance to fulfill job requirements in an efficient and effective manner; required to attend activities, events and meetings outside of normal work hours on a regular basis.
  20. Perform other related duties as assigned to ensure the efficient and effective operations of the school.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

1. The usual and customary methods of performing job functions require sitting, walking, standing, bending, occasional lifting, carrying, pushing and/or pulling, stooping, kneeling; driving an automobile, etc.

2. Risks found in the typical work environment, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations.

The Salt Lake City School District is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, and its services, programs, and activities.

To request reasonable accommodation, contact us at [Human Resource Services - Salt Lake City School District \(slcschools.org\)](#) or call 801-578-8340.

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### **Non-Discrimination Statement**

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8340. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

**Salary Schedule #42**  
**Salt Lake City School District**  
**2025-26**  
**Comprehensive - Exempt 12 Month**

**12 Months - 242 Days - 8 Hours Per Day**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M
5	121,238	117,685	114,302	110,975	107,761	104,575	101,530	98,598	95,693	92,930	90,252	87,602	85,092
4	112,498	109,199	106,041	102,968	99,979	97,047	94,199	91,436	88,786	86,248	83,654	81,258	78,918
3	104,378	101,304	98,372	95,468	92,705	90,054	87,404	84,867	82,357	79,989	77,649	75,365	73,222
2	96,793	94,030	91,267	88,588	86,023	83,513	81,089	78,692	76,408	74,209	72,066	69,980	67,921
1	89,829	87,179	84,641	82,216	79,763	77,451	75,224	73,053	70,938	68,852	66,822	64,933	63,016
Step	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
5	82,526	80,158	77,874	75,534	73,391	71,220	69,162	67,160	65,187	63,269	61,437	59,604	57,941
4	76,549	74,378	72,207	70,121	68,062	66,089	64,143	62,283	60,478	58,674	57,010	55,347	53,739
3	71,108	68,993	66,991	65,046	63,128	61,296	59,491	57,828	56,108	54,444	52,922	51,315	49,849
2	65,976	64,031	62,113	60,337	58,561	56,897	55,206	53,598	52,048	50,525	49,059	47,621	46,240
1	61,155	59,378	57,659	55,995	54,332	52,781	51,202	49,736	48,270	46,860	45,478	44,181	42,884

- 12-month employees are contracted to work 242 days per fiscal year and are granted 20 vacation days.
- This schedule includes medical, dental, and life insurance.
- Employees on this schedule are part of the Wellness Incentive Program and if elected, will receive the following based on June 30 sick leave balance:
 

Step 4 Incentive (2,184 sick leave hours)	4% of base wage
Step 3 Incentive (1,768 sick leave hours)	3% of base wage
Step 2 Incentive (1,352 sick leave hours)	2% of base wage
Step 1 Incentive (936 sick leave hours)	1% of base wage
- Employees with 10 consecutive years in the District AND 25 years in the Utah State Retirement System OR employees with 10 consecutive years in the District AND have reached 55 years of age will receive longevity pay which shall be 2% of the salary schedule only.
- Employees on this salary schedule who were on the top step of their lane the previous fiscal year, and continue to be on the top step of their respective lane in the current fiscal year will receive a lump-sum payment equal to 1% of contract pay on the second pay period of November.
- Step increases on this schedule may be awarded annually depending on available funding and Board approval.