



Job Openings FPA4

Current as of: 12/7/2020

Principal-St. George Campus

K-5 Principal will provide leadership and supervision in administering the vision and mission of Freedom Preparatory Academy's model in an elementary school to promote the educational development and achievement of students in accordance with Board policies, administrative procedures, rules and regulations and applicable law. All candidates must have a valid Administrative license, at least five years classroom experience, and demonstrated leadership experience in the school setting.

Campus Principal responsibilities and duties may include but are not limited to:

- 1) Responsible for daily building and campus operations including student safety, program delivery, teachers, and other personnel.
- 2) Review and improve existing programs per charter and current practices.
- 3) Confer with parents and staff to discuss educational activities, academic achievement, policies, and student behavioral or learning problems.
- 4) Train, evaluate and hire excellent educators/personnel for the campus.
- 5) Prepare and submit budget requests and recommendations, grant proposals, testing/accreditation data, school/program/state reports as needed.
- 6) Direct and coordinate school maintenance services and technology needs as well as campus use and evening activities.
- 7) Counsel and provide guidance to students regarding personal, academic, or behavioral issues.
- 8) Oversee and monitor nutrition, special education, ELL, preschool, extracurricular and Parent Council.
- 9) Serve as educational leader role model at all times, locations, and events.
- 10) Act as the liaison with the surrounding business community through working partnerships.
- 11) Report to Executive Director as required. Assist in training administrative interns and other campus visitors/volunteers.
- 12) Work with Executive Director and organization administration to create a seamless and superior K-12 organization.

Preferred experience with Freedom Prep's core curriculum including but not limited to: Core Knowledge, Saxon math, STEM, 7 Habits, virtual learning, innovation, and sustainability.

To be considered for level I screening, application must include: copy of administrative license, cover letter, current resume and 2 letters of reference. Send application to Tracey Noonan, executive secretary tnoonan@freedomprep.net

Salary competitive and commensurate with experience. Position open until filled.

Office Manager-St. George Campus

Freedom Preparatory Academy is seeking an experienced office manager for our St. George campus. Successful candidate will amplify our mission and culture, work collaboratively with employees, families, and community, and demonstrate loyalty and professionalism.

Responsibilities include but are not limited to:

- Security and admittance of all visitors on campus
- Daily attendance/state programs
- Weekly newsflashes
- Substitutes
- Inventory/order supplies
- Parent and student concerns
- Social committee
- Working with principal and all personnel
- First aid

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Elementary Certified Teachers-St. George Campus

Job Description:

Freedom Preparatory Academy, an established, accredited K-12 public charter school, is seeking full time elementary teachers K-5th grade for our St. George Campus, beginning Aug. 1, 2021. Successful candidates will be creative, enthusiastic, and compassionate. Experience in or willingness to learn and implement the Spalding Method, Saxon Math, and Core Knowledge. Experience with STEM preferred. Join our teaching team and enjoy a supportive, collaborative environment. Our compensation package is competitive and includes health and retirement benefits.

Applicants must have (1) a bachelor's degree and (2) a Utah teaching license.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary competitive and commensurate with experience. Position open until filled.

Pre-School Teacher-St. George Campus

Freedom Preparatory Academy's St. George Campus is seeking applicants to teach preschool for children 4 years of age. We are looking for teachers who are experienced, dedicated, collaborative, creative, enthusiastic, and compassionate. If you love interacting and mentoring children and would like to inspire a lifelong love of learning and achievement, we encourage you to apply. Applicants will need to have their CDA certificate (Child Development Associate) or an Early Childhood Education Degree. You will enjoy a supportive environment where you will be encouraged to share your passion for early childhood education.

Job Summary and Expectations:

- Will teach and evaluate each child's progress, adapt lessons as needed to reach individual needs.
- Maintain a healthy, safe, and positive environment for children.
- Demonstrate the ability to work independently but show a willingness to take direction from the preschool director.
- Consistent attendance, punctuality, and dependability is required.
- Physically fit and energetic.
- Must pass a federal background check.
- Will work up to 29 hours per week.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary competitive and commensurate with experience. Position open until filled.

Music Teacher-St. George Campus

Freedom Preparatory Academy is currently seeking an enthusiastic and dynamic elementary music teacher for our St. George K-5 campus. Full-time position beginning Aug. 1, 2021. Knowledge of the Kodj method, successful teaching experience and willingness to work collaboratively with curriculum and school staff are required.

Applicants must have (1) a bachelor's degree and (2) a Utah teaching license.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Physical Education Teacher-St. George Campus

Freedom Preparatory Academy is currently seeking an elementary P.E. teacher for the St. George K-5 campus. Full-time position beginning Aug. 1, 2021. A highly qualified candidate will possess a BA/BS in elementary physical education, 5 years' experience, successful teaching expertise with children, knowledge of Freedom Prep culture, safety practices and social emotional skills for 5-10 year-old students.

Applicants must have (1) a bachelor's degree and (2) a Utah teaching license.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Special Education Teacher-St. George Campus

Freedom Preparatory Academy, an established, accredited K-12 charter school, is seeking a special education teacher. Full-time position beginning Aug. 1, 2021. Knowledge of testing, IEP's, behavior modifications and motivational skills are required. We seek applicants who are collaborative, creative, knowledgeable, enthusiastic, and compassionate.

Applicants must have (1) a bachelor's degree and (2) a Utah teaching license for special education.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Art Teacher-St. George Campus

Freedom Preparatory Academy is currently seeking an elementary Art teacher for the St. George K-5 campus. Full-time position beginning Aug. 1, 2021.

A highly qualified candidate will possess a BA/BS in elementary art, have 5 successful year's teaching experience with children, knowledge of Freedom Prep culture and Core Knowledge art curriculum, inspire and motivate students, work collaborative with colleagues.

Applicants must have (1) a bachelor's degree and (2) a Utah teaching license.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Librarian-St. George Campus

Freedom Preparatory Academy is currently seeking an elementary librarian for the St. George K-5 campus. Full-time position beginning Aug. 1, 2021. A highly qualified candidate will possess a BA/BS elementary with a master's in library science/digital media, 5 years' experience, elementary curriculum knowledge, successful teaching expertise with children and faculty, inventory and program skills, library mgmt., virtual skills.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Academic Intervention Paraprofessional-St. George Campus

Freedom Preparatory Academy's St. George campus is seeking cheerful, hardworking, and dependable individuals to join our team as paraprofessionals. These individuals will support student learning through one on one and small group instruction as well as assist classroom teachers. Applicants must be flexible, organized, collaborative, and have experience working with children. Qualifications include an associate degree or passing the paraprofessional test and a background check.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Maintenance Worker-St. George Campus

Job Description:

Freedom Preparatory Academy is looking for an experienced and hard-working individual with basic electrical, plumbing and carpentry skills to perform general maintenance in a school setting. Hours to be determined.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary competitive and commensurate with experience. Position open until filled.

Custodian-St. George Campus

Job Description:

This position works 40 hours per week and is responsible for building care and cleaning of school building. Applicant must be able to work with cleaning chemicals and lift up to 40 lbs. Individuals must work at a fast pace and be detail oriented.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Pay starting at \$17/hr. Position open until filled.

Recess Monitor-St. George Campus

Freedom Preparatory Academy's St. George campus is seeking cheerful, hardworking, and dependable individuals to join our team as recess monitors. These individuals will help supervise and facilitate student play during lunch recess. Applicants must be flexible, collaborative, hardworking, observant, safety minded individuals who have experience working with children of varying ages. Qualifications include passing a state background check (completed at personal expense).

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Bus Drivers-St. George Campus

Freedom Preparatory Academy is seeking qualified individuals to drive morning and afternoon bus routes. Must have a Commercial Driver's License with bus endorsement. Minimum age of 21 years.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Pay starting at \$18/hr. Position open until filled.

Child Nutrition Manager-St. George Campus

The Child Nutrition Manager works closely with the Freedom Prep Academy Child Nutrition Director and is responsible for meeting requirements for maintaining a successful local Child Nutrition Program.

Registered Dietitian Nutritionist preferred, though individuals with experience in food service are encouraged to apply. Some responsibilities include:

- Ensure that all federal program requirements are met.
- Display integrity, honesty, and dependability.
- Follow the approved menu and work with other employees to accomplish required tasks.
- Supervise, Train, and schedule cafeteria employees.
- Maintain a sanitary facility and follow the HACCP Program, including documentation.
- Twice weekly procurement of food and non-food items from distributors while staying within budget.
- Interact kindly, cheerfully, and respectfully with the students, employees, parents, and school employees.
- Have the ability to work well and communicate with others, both verbal and written.
- Must be able to lift 30 pounds, work productively, and contribute fully to the workload.

Child Nutrition Jobs Summaries: All employees are required to get a food handler's permit, follow the dress and grooming standards of the kitchen, pass a background check and be able to pass drug tests.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Salary commensurate with experience. Position open until filled.

Child Nutrition Clerk-St. George Campus

The Child Nutrition Clerk works closely with the CNP Manager and the Freedom Prep Academy District clerk to accomplish position requirements. The clerk will be expected to:

- Follow proper procedures to account for administration of daily financial records and procedures.
- Exhibit a good working knowledge of money handling and process the daily deposits accurately.
- Display integrity, honesty, and dependability.
- Learn the school lunch pattern requirements and know how to make necessary adjustments.
- Keep cafeteria attractive and decorated appropriately through the year.
- Assist with implementation of the School Wellness Policy, and track progress of the Gold Medal Mile program.
- Assist CNP manager with food preparation.
- Interact kindly, cheerfully and respectfully with the students, employees, parents, and school employees.

Child Nutrition Jobs Summaries: All employees are required to get a food handler's permit, follow the dress and grooming standards of the kitchen, pass a background check and be able to pass drug tests.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Less than 29 hrs/week. Salary commensurate with experience. Position open until filled.

Part-Time Cafeteria Worker-St. George Campus

The cafeteria worker performs assigned duties involved in the preparation and service of school meals. For example, the cafeteria worker:

- Practices correct sanitation procedures in preparing/serving food, cleaning the facility, using and sanitizing equipment, and personal grooming to assure that sanitation standards are met.
- Uses efficient work techniques
- Displays integrity, honesty and dependability.
- Has the ability to work well and communicate with others, both verbal and written.
- Must be able to lift 30 pounds, work productively, and contribute fully to the workload.
- Responds positively to supervision and accepts suggestions for improvement.

Child Nutrition Jobs Summaries: All employees are required to get a food handler's permit, follow the dress and grooming standards of the kitchen, pass a background check and be able to pass drug tests.

Qualified candidates should submit a resume, cover letter and 2 letters of reference to Tracey Noonan, executive secretary tnoonan@freedomprep.net for screening.

Less than 29 hrs/week. Salary commensurate with experience. Position open until filled.