



EDUCATION SPECIALIST

Academica West, an established charter school education service provider located in Kaysville, Utah, is now accepting applications for a full time Education Specialist to work with charter schools contracted with Academica West in a variety of capacities.

Position will be full-time with salary based on experience and qualifications.

Qualified candidates must have a Bachelor's degree and experience in education. Previous experience as a school administrator is required.

Position will work closely with Academica West staff and the schools they serve. Although many duties/responsibilities will require the Education Specialist work on site with school administrators, it is expected that the Education Specialist will work out of the Academica West office located in Kaysville, Utah. Duties associated with this position include, but are not limited to:

- Act as a consultant, advisor, and resource for school administrators as needed to assist with the optimal functioning of the school.
- Attend and report out on USBE meetings as assigned.
- Provide support for programs in the school as assigned.
- Stay current on charter school laws, procedures, and policies in order to be a resource to school administrators.
- Attend and support Board meetings as needed.
- Other responsibilities as assigned.

Professional demeanor and exceptional communication skills are essential for this position. Candidates should be able to demonstrate sound judgment, effective problem solving skills, and the ability to work through and advise others in complicated interpersonal situations. Candidates should be able to work well in a collaborative team environment. Candidates need to work independently and with little supervision.

Interested and qualified candidates should send a resume to careers@academicawest.com.

Academica West is an Equal Opportunity Employer.