



# Job Postings

2016-2017 SCHOOL YEAR

## SECONDARY CAMPUS

Freedom Preparatory Academy, an established, accredited K-12 public charter school in Provo is seeking the following teaching positions. We seek teachers who are collaborative, creative, enthusiastic and compassionate. We also look for experience in The Leader in Me program. 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 certificate. To be considered for level I screening, applicants must email a cover letter, resume and three letters of references to Office Manager, JoAnn Garlock at [jgarlock@freedomprep.net](mailto:jgarlock@freedomprep.net).

### SECONDARY OPEN POSITIONS

*Part time French teacher*

*Part time English teacher*

## ELEMENTARY SCHOOL

### FRONT OFFICE SECRETARY

Freedom Preparatory Academy, an accredited K-12 Public Charter School is seeking a full time professional to work at our K-5 Provo campus. This secretarial position is the first point of contact for everyone who enters the school; therefore, we look for individuals who will maintain a professional, happy, cheerful countenance as they greet parents, students and staff as well as know and represent school policy and procedures. The secretary will work closely with the Office Manager in completing daily practices and projects assigned by the administration. Salary commensurate with experience. The position will stay open until filled. To be considered, please submit a cover letter, resume, and three letters of reference to: Office Manager, JoAnn Garlock at [jgarlock@freedomprep.net](mailto:jgarlock@freedomprep.net)

A successful candidate will be proficient in multitasking, be detail oriented and able to handle the following responsibilities. Duties may include but are not limited to:

- Professional phone skills
- Reporting skills
- Student enrollment (Aspire)
- Recording student attendance
- Supply management
- Scheduling
- Microsoft Office Skills
- Organizational skills/Detail oriented
- Verbal communication
- Confidentiality
- Handling minor first aid issues
- Writing skills
- Anything the administration deems necessary



#### ELEMENTARY TEACHERS 1ST – 6TH

As our school continues to grow, we are accepting applications for K-6<sup>th</sup> grade teachers. Freedom Preparatory Academy, an established, accredited K-12 public charter school in Provo and Vineyard, is seeking full time elementary teachers K-6th grade.

We seek teachers who are collaborative, creative, enthusiastic and compassionate. We also look for experience in or willingness to learn and implement the Spalding Method, Shurley English, Saxon Math, Love & Logic, the Core Knowledge sequence, The Leader in Me, and a patriotic, values-based, character-building curriculum.

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 certificate. To be considered for level I screening, applicants must email a cover letter, resume and three letters of references to Office Manager, JoAnn Garlock at [jgarlock@freedomprep.net](mailto:jgarlock@freedomprep.net).

#### MAINTENANCE: PART TIME

Freedom Prep is looking for a hard working individual with basic electrical, plumbing and carpenter skills to perform general maintenance in a school setting. Part time hours are flexible. Please send a resume to: Wayne Hurst at [whurst@freedomprep.net](mailto:whurst@freedomprep.net)

#### PART-TIME CAFETERIA POSITIONS

Position 1 - 3 days/week. (Approximately 9 a.m. – 3 p.m.) 2 days/week at the Provo Elementary and 1 day/week at the Secondary school.

Position 2 – 3 days/week at Vineyard Elementary.

If you are interested, please send a resume to April Dean, Child Nutrition Director, at [adean@freedomprep.net](mailto:adean@freedomprep.net) , or drop it off at the front desk by December 12th.

Responsibilities may include any of the following: Be efficient and carry out assigned tasks, be on time and reliable, prepare and serve food according to approved procedures, clean kitchen and dishes, clean cafeteria after breakfast and after lunch, assist lunch clerk checking out students, attend staff meetings and trainings, follow dress code, be able to communicate in English, maintain a current food handler's permit, follow and document food safety procedures, be kind, courteous and helpful to students and staff and do your part to promote good health and nutrition.