

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: GEAR UP COORDINATOR

EMPLOYEE CLASSIFICATION: Exempt, Classified

STATUS: Full-time six-year grant funded position, contingent upon continued funding

LOCATION: Winslow High School and Winslow Junior High School

DESCRIPTION:

This is a professional student-support position responsible for managing all GEAR UP program operations and activities with students and parents. May include some supervisory responsibilities. GEAR UP stands for *Gaining Early Awareness and Readiness for Undergraduate Programs* and is a federally funded partnership between Northern Arizona University and Winslow Unified School District No. 1.

In conjunction with NAU administrators, and the School GEAR UP Site Team, the GEAR UP Coordinator works to ensure that the terms specified in the subcontract between NAU and the school district are met. As an advocate for GEAR UP students, the GEAR UP Coordinator is a leader within the school whose primary job is to promote:

- Students' successful completion of high school (including passing AIMS);
- Students' academic, financial, and social preparation for postsecondary educational opportunities;
- Students' and parents' knowledge of postsecondary options.

QUALIFICATIONS:

- Bachelor's Degree in education, counseling, social work, child development or related field; Master's preferred
- At least one year of experience working with middle school or high school students
- Knowledge of secondary education requirements
- Knowledge of postsecondary education options, application procedures and admission requirements
- Knowledge of financial aid and scholarship opportunities and application processes
- Strong ability to communicate with students, parents and school staff and faculty verbally and in writing
- Excellent program coordination skills, including demonstrated record of completing tasks on time and within budget

DUTIES:

- Supplement school's efforts to help GEAR UP students pass AIMS.
- Monitor GEAR UP student grades / credits to promote on-time graduation and completion of college pre-requisite curriculum.
- Facilitate / organize postsecondary-planning sessions for all GEAR UP students.
- Provide grade level appropriate information about career and college options, preparation, and financial support opportunities to GEAR UP students.
- Provide GEAR UP parents with advice and information on college planning and financial aid resources.
- Assist GEAR UP students and parents with FAFSA, college and scholarship applications.
- Outreach to GEAR UP students who have withdrawn with a status of "dropout" or "unknown".
- Facilitation of PSAT, SAT and ACT registration and preparation.
- Recognize and celebrate student success.
- Monitor the success of the project, including levels of participation, quality of activities, and impact in terms of student achievement, attendance, educational expectations, and behaviors.
- Maintain accurate and complete records of student data and participation in GEAR UP activities, and submit on a timely basis to NAU.
- Provide records or written reports as required by NAU for grant compliance.
- Leverage community resources, solicit in-kind contributions of goods and services from external sources, and maintain proper records for all expenditures.

- Coordinate all aspects of mentoring / tutoring school's initiatives.
- Other tasks as specified in Annual Work Plans.
- Periodic travel to Phoenix for Team Meetings and out-of-state travel to annual conference required.

REPORTS TO: Principal

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.