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| **GEAR UP SCHOOL SITE COORDINATOR** |
| **Reports to:**  | GEAR UP Project Director |  |  |
| **Dept:** | Student Services | **Range:** | 21 |
| **FLSA:** | Nonexempt | **EEO:** | Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under general direction, assist in the organization, planning, and implementation of GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant goals, objectives, and activities at a specific school site; coordinate with administration and work on a school campus; work with two cohorts of GEAR UP students in the Oceanside Unified School District; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Assist with the development and implementation of various activities, programs, events and services (APES) designed to increase high school graduation with the completion of college preparatory coursework, college admission requirements, and financial literacy awareness.
2. Coordinate with school site administrators, counselors, faculty and parents regarding cohort- specific GEAR UP APES; assist with the recruitment processes to increase GEAR UP parent and student participation in collaboration with other GEAR UP and college out­reach staff.
3. Deliver program-specific workshops and classroom presentations to current and prospective students, faculty and staff, parents; represent the college, department or program at outreach events targeting program-specific populations; develop and maintain relationships with community partners.
4. Collaborate with school site team to develop and implement a service plan to meet students’ specific needs and monitor progress of high school graduation and college readiness.
5. Coordinate logistics of events, including liaison with event participants; work with campus facilities and other departments; troubleshoot onsite, proactively resolving issues; assist in identifying and recruiting speakers; prepare and produce promotional materials including flyers, invita­tions, and programs.
6. Provide students with information, guidance, and resources to finish high school and enroll in post-secondary education.
7. Prepare routine statistical records and reports; maintain a variety of standard office and specialized records and files; maintain spread­sheets and databases.
8. Provide work direction to hourly workers as assigned.

**OTHER DUTIES:**

1. Develop communication tools for programs including posters, website, social media and any tools used to promote GEAR UP APES.
2. Accompany students and parents on field trips to colleges, universities and cultural enrichment programs.
3. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. GEAR UP program requirements, guidelines, goals and objectives.
2. Practices and techniques used in customer service, public relations and community outreach.
3. Practices and techniques used in student academic assessment.
4. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
5. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.
6. Federal grant-reporting requirements and applicable federal, state and local laws, rules and regulations.
7. Recordkeeping techniques.
8. Modern office practices, procedures and equipment.
9. Basic principles and practices of employee supervision.
10. District human resources policies and labor contract provisions.

ABILITY TO:

1. Assign and review the work of temporary staff.
2. Assist in the planning and implementation of GEAR UP APES.
3. Provide accurate information to parents and students regarding college programs and services.
4. Oversee the day-to-day operations, activities and services of a GEAR UP program on a school campus.
5. Analyze problems, evaluate alternatives and recommend effective courses of action.
6. Set priorities and exercise independent judgment within areas of responsibility.
7. Compose clear and concise correspondence, presentations and other written materials.
8. Understand, interpret, explain and apply applicable laws, codes and regulations.
9. Operate a computer and standard business software.
10. Maintain confidentiality of district and student files and records.
11. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
12. Represent the district effectively in public settings.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an associate degree program and one year of closely related work experience in a student/educational work environment; or an equivalent combination of training and experi­ence.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Must meet all requirements for California public school employees.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to temporary support staff.

**CONTACTS:**

Site administrators, faculty, staff, cohort students and their parents.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and/or stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; light to moderate repetitive use of a computer keyboard, mouse or other control; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interaction and com­municat­ion personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities; ability to effectively negotiate, mediate and resolve conflicts with and among contacts.

**WORKING CONDITIONS:**

Primarily busy office environment at a K-12 school campus; subject to frequent contact with and interruptions by indivi­duals in person or by phone; may be required to work at various locations during day and/or evening hours with occasional holidays and/or weekends on an as-needed basis.