



## Job Description

**Job Title:** Gear Up Coordinator

**Position Code:** 1E13

**Job Classification:** Exempt

**Supervisor:** Guidance Supervisor

**Pay Grade:** 41

**Contract Length:** 245 Days

*Note: Temporary Grant Funded Position until 2010.*

### **Job Summary**

Position is responsible for coordinating the GEAR UP program for the school division and providing project direction and implementation. Position develops college awareness programs, coordinates efforts with GEAR UP partners, provides staff development, monitors the budget, and evaluates the effectiveness of the program.

### **GEAR UP Program Description**

GEAR UP is a national initiative designed to create partnerships between targeted schools in low income communities and colleges/universities in order to work with students beginning in the middle school grades and increase college-going rates among low-income youth. Partnerships provide comprehensive college awareness activities such as mentoring, tutoring, college visits, academic course counseling, financial aid/scholarship counseling, and parental involvement activities. Partnerships also promote rigorous academic coursework and strengthen instruction/course offerings in targeted schools.

### **Essential Duties**

1. Manages the GEAR UP program and provides program oversight.
2. Develops school-college partnerships and coordinates advisory board meetings to develop comprehensive strategies for increasing college-going rates among low-income youth.
3. Works with instructional and school based administrators to develop instructional strategies and strengthen course offerings in targeted schools in accordance with the objectives of the GEAR UP program.
4. Establishes vertical teams to develop a support system for targeted students and to ease the transition between middle school, high school, and college.
5. Develops and/or conducts training for teachers regarding the GEAR UP program.
6. Develops early college awareness services for targeted students to include mentoring programs, academic course counseling, college planning guidance, college field trips, etc.
7. Develops support activities and workshops to provide information to low-income families regarding the college entrance process, course selection, the financial aid process, and scholarship opportunities.
8. Coordinates efforts with GEAR UP partners, school guidance departments, and counseling staff to implement family support activities and college awareness programs for targeted students.
9. Prepares and monitors the program's budget and researches sources of additional funding.
10. Promotes the GEAR UP program to the community, school staff, and the media.
11. Monitors and evaluates the effectiveness of the GEAR UP program and recommends revisions and improvements as needed.
12. Prepares reports regarding the operation of the program as required.

### **Other Duties**

1. Attends conferences and workshops to keep abreast of the regulations and expectations of the GEAR UP grant.
2. Performs any other related duties as assigned by the Guidance Supervisor or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and considerable experience in student guidance and/or counseling. Must be eligible for a Virginia License in school counseling. Must possess the ability to manage a college awareness program and develop related services for students and their families. Must possess excellent project management, planning, and communication skills. Must possess a demonstrated knowledge and understanding of child growth/development, academic/career counseling techniques, and community resources. Must possess the ability to establish and maintain effective working relationships with students, teachers, administrators, and community-based organizations.

**Working Conditions**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Guidance Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The GEAR UP Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Guidance Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print) Signature Date