



St. Helens School District
St. Helens, OR
Job Description

Job Title: GEAR UP Coordinator
Reports To: Director of Academic Programs (District Office)
Site: Multiple Locations

JOB SUMMARY

The GEAR UP Site Coordinator will lead the district's GEAR UP efforts throughout the school year and during part of the summer to plan and implement activities for the middle school(s) and high school while serving as the district's primary contact for the central GEAR UP staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Work with school and district staff to write, implement, and evaluate the GEAR UP Yearly Plan
2. Serve as the primary contact for the central GEAR UP staff, including regular communication with the GEAR UP Success Coach
3. Facilitate site visits from central GEAR UP staff
4. Attend Oregon GEAR UP meetings including:
 - a. Up to three in-person meetings
 - b. Weekly Zoom meetings with other GEAR UP site coordinators and central GEAR UP staff
5. Attend relevant workshops, meetings, trainings and conferences to gain and improve knowledge related to the role
6. Communicate regularly to school and district staff regarding GEAR UP activities, outcomes, and the mission of college-readiness
7. Foster collaboration between the middle school(s) and the high schools, including St. Helens High School, Plymouth High School, and the St. Helens Virtual Academy
8. Perform or delegate the following responsibilities:
9. Overall implementation of your cluster's GEAR UP Yearly Plan
10. Facilitate Oregon Goes to College-related activities and events, including College Exploration Week, College Application Week, and Decision Day
11. Track grant expenses
12. Submit invoices to the central GEAR UP office
13. Track district matching funds and event participation using the Events and Cost Share Tracker
14. Collect and share data for annual performance reports
15. Coordinate the administration of GEAR UP student, parent, and educator surveys

16. Retain required records
17. Build and nurture relationships with students, staff, families, and partners (colleges, community members and organizations, businesses, etc.)
18. Help build student and family interest in postsecondary education
19. Work closely with staff to facilitate and improve communication to families
20. Seek opportunities for sustaining GEAR UP activities
21. Follow federal guidelines that govern GEAR UP

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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 to perform the essential functions.

1. Understanding of and belief in the mission and vision of GEAR UP
2. Interest in working with students and families; prior experience preferred
3. Strong organizational skills GEAR UP Coordinator
4. Skilled at collaboration and communication
5. Ability to work both independently and as part of a team
6. Desire to “champion” the importance of education beyond high school to students, families, and school staff
7. Ability to create/foster community partnerships
8. Ability to form strong working relationships with staff, students, and families
9. Ability to prioritize work and follow through with deadlines

WORKPLACE EXPECTATIONS

1. Work effectively with and respond to people from diverse cultures or backgrounds
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
3. Have regular and punctual attendance
4. Confer regularly with immediate supervisor
5. Follow all District policies, work procedures, and reasonable requests by proper authority
6. Maintain the integrity of confidential information relating to students, staff, or District patrons
7. Cultivate and model a respectful working and learning environment
8. Annually pass the District’s required online training by the District’s assigned due-date
9. Follow site and/or District protocol for reporting absences
10. Maintain current licenses and/or certificates required for the position

11. Utilize the District's electronic systems and applications related to the job

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Most work takes place in an office setting
2. There may be some lifting of objects, generally under 40 pounds
3. There will be long periods of sitting, but also substantial amounts of standing at various times, particularly when giving presentations
4. Position requires looking at a computer screen for long periods of time
5. Some periods of walking on even and uneven surfaces

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 02/06/2023

I have read and understand this job description.

Signature: _____ **Date:** _____