San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	GEAR UP Coordinator	**Exemption Status:**	Exempt
Reports to:	Campus Principal	**Pay Grade:**	03
Works with:	Students/District Personnel	**Days:**	197
Dept./School:	Administration	**Date Revised:**	04/28/2020

Primary Purpose:

The GEAR UP Facilitator will work with cohort student group to increase post secondary enrollment by providing leadership, training, and technical assistance in supporting systemic reform of school services for student academic success.

Prerequisites:

- Texas Teaching Certificate;
- Degree in counseling or counseling hours (preferred)
- Bilingual/ESL certification (preferred); and
- Three or more years of successful classroom teaching experience.

Special Knowledge/Skills:

Texas Essential Knowledge and Skills (TEKS)
Texas Assessment System
Instructional Technology
Effective organization and presentation skills
Effective interpersonal and communication skills
Knowledge of secondary school operations and structure, including curriculum and instruction, teaching and classroom management strategies, assessments and evaluation
Must be able to lift 10 lbs.
Basic computer skills including Excel, Word, and Powerpoint

Major Responsibilities and Duties:

1. Coordinate all aspects of the GEAR UP Partnership with Region One ESC representatives.
2. Promote GEAR UP goals and objectives to students, parents, teachers and other stakeholders.
3. Develop training materials to provide workshop sessions for GEAR UP teachers, tutors, mentors, and parents.
4. Initiate methods for improving the implementation at the campus level.
5. Develop and support GEAR UP parent initiatives at the campus level.

6. Meet with teachers and students regularly to monitor implementation of GEAR UP academic initiatives.
7. Demonstrate effective teaching practices utilizing specialized materials and equipment.
8. Monitor and report progress of GEAR UP objectives to district and regional personnel.
9. Acquire knowledge and receive training to prepare students for institutions of higher learning.
10. Recruit, train, and coordinate tutor activities.
11. Perform budgetary, record keeping, and data management requirements of the GEAR UP federal grant.
12. Maintain accurate and complete auditable documentation.
13. Perform other related GEAR UP duties as assigned by the principal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Cannan, Ed.D. Date JUN 02 2020