

Griggsville-Perry CUSD #4

JOB DESCRIPTION

Position Title: GEAR UP District Coordinator

Department:

Location:

Reports to: Principal

FLSA Class: Exempt

Revised Date: December 28, 2024

SUMMARY

GEAR UP Coordinator delivers, manages, and monitors all GEAR UP related activities for the Middle and High School. The position is structured around student and parent/guardian service delivery related to PaCE benchmarks from 6th-12th grade.

DUTIES

1. Manages the day-to-day activities of the grant.
2. Ensures the GEAR UP Program Data is entered into the GEAR Up Student database.
3. Assists Administration to develop and submit annual sub-grant requests for the purchase of additional items that would benefit the student & enhance the GEAR UP services provided.
4. Assists students with the transition between grade levels and from Middle School to High School.
5. Provides developmental guidance both directly and indirectly to students on a regular basis.
6. Data entry, including but not limited to, curriculum facilitation; homework check-ins; classroom presentations; one-on-one advising; sub-grant funded activities; educational field trips; and parent/guardian meetings.
7. Organizes, promotes, and hosts quarterly evening events for parents/guardians. Attendance information must be collected from the students and parents/guardians at these events.
8. Assists with maintaining accurate, complete, and correct cumulative records as required by law, District policy, and administrative regulation.
9. Assists administration in implementing all policies and rules governing student life and conduct; and maintains order in area(s) supervised in a fair and just manner.
10. Helps students learn how to approach life situations involving coping skills/problem solving.
11. Consults with parents, staff, administration, and community agencies regarding all facets of student development and various district programs and procedures.
12. Monitors and assists in the delivery of a comprehensive program of educational and career planning geared to the student's need.
13. Promotes the guidance department and District through contact with the public and use of the media.
14. Demonstrates effective planning and organization in execution of job functions.
15. Keeps current with changes in counseling strategies and attempt to incorporate positive change in the delivery of counseling services.
16. Advises students and families related to academics, career planning, and graduation.
17. Assists students and parents/guardians with the course selection according to state credit and graduation requirements and student needs and interests.

18. Facilitates or provides direct support to the classroom facilitator of the PaCE Curriculum for Middle School students.
 - a. If the Coordinator is the classroom facilitator, there will be an instructional element to this role.
 - b. If the Coordinator provides support, resources, and oversight to a Middle School Staff Member facilitating the curriculum to students; the GEAR UP Coordinator will initiate consistent and on-going communication with the facilitator to ensure implementation integrity and accurate data entry.
 - c. Work with High School students directly to meet the benchmarks of the PaCE framework, which include but is not limited to, classroom presentations; family information & advising nights; career exploration activities; and college visits.
 - d. Coordinator has the option to partner with a local ISACorps member. If the ISACorps member is providing direct service to students, the GEAR Up Coordinator will initiate consistent and on-going communication to ensure implementation integrity and accurate data entry.
19. Performs other duties as may be assigned by the Principal and/or Superintendent.

QUALIFICATIONS

1. A Bachelor's Degree is required, a Teaching certificate is not.
2. Proficiency in counseling and in other functions that may be needed as supplements to examinations.
3. The Coordinator must be able to be trained by the Illinois Student Assistance Commission (ISAC) staff on the legislative background & requirements, best practices for implementation, and other aspects of the Illinois Postsecondary and Career Expectations (PaCE) framework.
4. Ability to guard, maintain, and preserve confidential information.
5. Strong organizational skills, detail-oriented with the ability to prioritize multiple tasks.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
7. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators and the general public.
8. Ability to enforce school regulations and policies in a professional manner.
9. Ability to maintain good working relationships with fellow employees and pupils.
10. Requires employee to have the ability to push/pull up to 20 lbs.

SCHEDULING

Working hours will be 8:00 a.m. to 3:30 p.m. with some evenings required. The schedule is subject to change with District demands in compliance with the Gear Up Grant.

Salary

Annual Salary range is \$45,000-\$48,000 based on experience, plus District paid IMRF and 90% single rate insurance.

****APPLICATION DEADLINE IS 2:00 PM JANUARY 24, 2025**