



Classification Title: GEAR UP Site Coordinator

Department:	Grant Funded Student Programs	EEO6 Code:	3
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	Manager, GEAR UP	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

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.

JOB SUMMARY.

Coordinates GEAR UP academic support and early college/career activities, programs, events and services (APES) at middle and high schools in order to increase access to higher education to educationally and economically disadvantaged students; serves as a liaison with schools' administration and teachers; creates and maintains program-specific tracking systems, reports, records and files required for grant reporting; provides lead-level guidance to lower-level GEAR UP staff and may lead the work of student workers.

DISTINGUISHING CHARACTERISTICS.

The GEAR UP Site Coordinator is distinguished from other student support positions by its responsibility for meeting the objectives of the GEAR UP program grant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Serves as liaison with District staff and school districts within the District's service area regarding GEAR UP programs and activities; provides information to administrators, teachers, parents and counselors on grant and program services and requirements; develops and implements various APES with assigned school administration; oversees student recruitment and participation in APES designed to increase high school graduation with the completion of college preparatory coursework, college admission requirements, and financial literacy awareness.
2. Coordinates GEAR UP operations, programs and services at an assigned school; assists in planning and coordinating GEAR UP workshops, orientations, guest speakers and other activities.
3. Assists and monitors work of assigned GEAR UP support staff for completeness, accuracy and conformance with grant standards; provides information, instruction and training on work processes, program services, tracking and reporting, and technical procedures; resolves or escalates issues related to administration of program services, department operations, scheduling and human resources related issues; coordinates, participates in the recruitment of and leads assigned program mentors, tutors and hourly workers; schedules, trains and tracks hours worked by assigned program mentors, tutors and hourly workers.
4. Oversees and participates in academic enrichment, informational and motivational opportunities and interventions for targeted middle and high school students, including mentoring activities, individual/group advising, student assemblies and pep rallies, family night events, and other student and parent support activities.

5. Assesses academic and personal needs of GEAR UP students through transcript evaluations, student interviews and high school counselor recommendations; collaborates with school site team to develop and implement a service plan to meet students' specific needs and monitor progress toward high school graduation and college readiness, including review of completion of college preparatory coursework, submission of college admissions applications, scholarship applications, and the Free Application for Federal Student Aid (FAFSA).
6. Develops and distributes grant, program and department-specific materials including flyers, brochures, posters, handbooks, reports and letters; maintains and updates marketing and program information on the grant website and social media accounts.
7. Researches, obtains and analyzes key data and statistics from varying sources for grant reports, proposals, in-services, unit plans, program reviews and other documents; develops, implements and evaluates student, teacher and partner performance evaluations; transfers data from various sources and programs into files for grant reporting.

Marginal Functions:

1. Coordinates food, drinks and facilities for special events.
2. May oversee college-readiness program participants at events, workshops and at other program activities.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible academic support and outreach experience.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university with a major in education or a closely related field.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Program requirements, guidelines, goals and objectives.
2. Principles, practices, concepts and techniques used in college-readiness programs and community outreach.
3. Principles, practices, concepts and techniques used in student academic assessment.
4. Needs and concerns of low-income and educationally disadvantaged students.
5. Education, government and community resources available to students.
6. Office administration practices and procedures.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
9. Federal, state and local laws, regulations and court decisions governing area of assignment.
10. Modern office practices, procedures and equipment including computers and applicable software programs.
11. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assessing student needs, interests and requirements and providing appropriate interventions.
2. Developing student support programs and activities related to assigned areas of responsibility
3. Communicating information accurately and effectively to others encountered in the course of work.
4. Implementing student outreach programs including public speaking and attending events.
5. Developing grant marketing materials and social media messaging.
6. Identifying, recruiting and promoting enrollment of target student populations.
7. Administering and scoring routine and complex student assessments and developing intervention plans.
8. Monitoring and developing student accountability systems.
9. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
10. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
11. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
12. Organizing and maintaining specialized files.
13. Maintaining confidentiality of grant and student files and records.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment. The employee is frequently required to lift up to 25 pounds unaided. Requires occasional travel to various locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.