

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: June 24, 2015



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GEAR UP Student Achievement Specialist

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Summary of Functions

In conjunction with the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Program, encourages disadvantaged young people to pursue high goals, remain in school and complete coursework suitable for college acceptance. Administers early college preparation and awareness activities to provide students with comprehensive mentoring, counseling, outreach, and other supportive services. Responsibilities will include:

- Articulates program goals and objectives to the community, parents, families, school district personnel and students.
- Assists with the development of a yearly plan of GEAR UP activities in cooperation with school personnel and GEAR UP Program Coordinator.
- Establishes contact with community organizations to involve them in supporting the school and program.
- Initiates and maintains contact with PTA's, PAC's and other parent groups as well as individual parents of participating students.
- Maintains professional relationships with all school district personnel involved in GEAR UP.
- Collaborates with teachers, counselors, and tutors to provide tutorial and counseling services as needed.

Duties and Responsibilities

- 1) Student Activities – Plans activities according to the academic needs and personal interests of participants. Assists with educational seminars and tutoring sessions to support students. Assists with the planning and coordination of college and career site visits, job shadowing and mentoring experiences for participants that provide opportunities for post-secondary educational planning, information exchange, and occupational development. Plans, develops and coordinates extracurricular activities to reinforce the goals and objectives outlined in the yearly school GEAR UP plan. Recruits students and coordinate for summer camps offered by the State GEAR UP Office.
- 2) Parent Involvement – Works in cooperation with school personnel to promote positive relationships with parents of students served. Assists parents with identifying resources or support services to ensure academic success of students. Maintains communication with parents through phone calls, face to face meetings, monthly newsletters and evening parent meetings and/or workshops.
- 3) Communications – Establishes and maintains communications and positive working relationships with central office, demonstration schools, other agencies, and target communities to ensure effective exchange of information and coordination of program activities. Works

closely with state GEAR UP offices and partnering agencies, school personnel agency staff, parents, and community partners to assess program effectiveness; explain and interpret policies, procedures, plans, requirements and services.

- 4) Meetings - Attends and participates in meetings with parents, at assigned school(s), board of trustees, administration, State sponsored meetings, and others as necessary for the purposes of the Program.
- 5) Public Relations – Projects a positive image of the GEAR UP Program and school to students, families, and to the community. Provide information to parents and families about available assistance in school and career selection and in completing financial aid, admissions, scholarships, housing, and other applications. Coordinate finance aid workshops at each school and one community location as outlined in program goals and objectives.
- 6) Records – Assesses academic status and abilities of program participants by examining academic records and needs assessments in conjunction with school counselors. Monitors participants’ academic performance to assess ongoing progress toward goals and objectives outline in the service plan. Consults with teachers, school counselors, program mentors, and other cooperators; examines academic records; and confers with participants to determine strengths and deficiencies. Maintains detailed documentation of participant progress and services provided, compiles findings for review of program/school personnel, prepares and submits required reports and related documentation.
- 7) Resource Materials – Provides resources to assigned school(s) to ensure implementation of the Program. Maintains and controls inventory of materials and equipment for the Program.
- 8) Supervision – Identifies and reports to **GEAR UP Program Coordinator**, school principal and superintendent and Gear Up Director deficiencies, violations of agreement, or other problems regarding service delivery. With supervisors, determines appropriate corrective actions and alternatives to resolve problems and improve services; provides recommendations to local cooperators, and notifies Director of unusually complex or contentious problems or issues in target areas or program operations that might adversely affect delivery of services or achievement of objectives.
- 9) Confidentiality – Maintains safeguards over protected, privileged or confidential information, verbal and written, to prevent unauthorized disclosures.
- 10) Other – Performs a variety of other duties as assigned by the Gear UP Director, school superintendent, or **GEAR UP Program Coordinator** in support of the Office of Commissioner of Higher Education mission and program objectives. This includes exchanging information with cooperators, agency staff, and the public; providing support to OPI coordinator; coordinating special projects; and attending ongoing education and training as directed.

#### Organizational Relationships

Supervised by and reports to the **GEAR UP Program Coordinator, but coordinates with the Principal (designee)** and the Superintendent (designee) with respect to goals and objectives, finances and resources.

## **Qualifications:**

Education/Experience – Skills and abilities are typically acquired through a combination of education and experience. However, applicants must meet the following minimum qualifications:

- ❑ Bachelor's Degree or equivalent in education, social/behavioral sciences, or related field.
- ❑ Proficient with desktop computers preferably in Word and Excel.
- ❑ Valid Montana driver's license.
- ❑ Good communication, problem-solving and organizational skills.
- ❑ Ability to interact positively with students, families and staff.
- ❑ Ability to work with others and without close supervision.
- ❑ Ability to supervise.
- ❑ Good work habits.

**Desirable Qualifications** – Knowledge of the theories, concepts, and practices of education, social/behavioral science and counseling, and program administration/coordination, and K-12 and postsecondary academic, application, residential life, and other requirements as well as the socioeconomic conditions and other factors affecting program participants.

- ❑ Experience working in the above fields.
- ❑ Knowledge of and personally acquainted with local parents and families.
- ❑ Knowledge of the history and culture of the Blackfeet Tribe.
- ❑ Familiarity or association with community.

**Work Environment** – Work is performed in a normal office environment and in the field, with travel required for system-wide Gear Up training and professional development, campus and career site visits, and consultation with other program staff and supervisors (e.g., Gear Up Director, advisory boards, OPI, coordinators, etc.). 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.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.