

Employment Opportunity

Kay Gutierrez
Human Resources Director
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Notice Of Vacancy

Position: Gear-Up Coordinator
Status: Exempt, Full-time
Salary: Salary Schedule Range (over 18 months): \$42,915 to \$49,133 (annual salary)
Posted Date: June 12, 2009
Starting Date: July 2009
Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

The Agency: The Educational Service District 105 supports public school districts and state approved private and tribal schools of South Central Washington in achieving student success. We help create safe and healthy learning environments, provide innovative educational tools, professional development and training, support and administrative services, technology and work to develop collaborative partnerships. As a service agency, our purpose is to meet the expressed needs of local schools by coordinating and conducting cooperative programs to meet the needs of students in the four counties that we serve. ESD 105 carries out liaison activities between local school districts, the Office of the State Superintendent of Public Instruction and the State Board of Education.

Job Description and Qualifications: See reverse side

Application Procedure: Letter of interest, resume, three (3) signed letters of recommendation and an ESD 105 application form must be on file in the Human Resources Office at ESD 105, 33 South 2nd Ave, Yakima, WA 98902. Application may be downloaded from the Job Opportunities Section of our website at www.esd105.wednet.edu.

Deadline for Application: 5:00 p.m. on June 24, 2009.

For further information contact: Kay Gutierrez, Human Resource Director, (509) 454-2858

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Job Sharing: Applications will be accepted from individuals wishing to share a job with another individual.

Employment: ESD 105 complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, marital status, sex, sexual orientation, age, military status or disability. This holds true for all ESD employment and opportunities. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Kay Gutierrez, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858.

www.esd105.wednet.edu

ESD 105 is an Equal Opportunity Employer



POSITION DESCRIPTION

Job Title: Gear Up Coordinator	Directly Responsible To: Learning Support Director
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The Gear Up Coordinator will develop the day-to-day operations for the GEAR UP program. The coordinator will be actively involved in the implementation of the GEAR UP program consistent with the mission and primary goals and objectives of the program. This individual will provide key program components, including tutor training and supervision, community service, and career exploration, among other duties as assigned. Monthly data collection, program reporting and accurate recording of cost share activities is paramount to this position.

Description of Responsibilities:

- A. Develop and implement the GEAR UP program in the assigned school district.
- B. Document activities for program reporting requirements and external evaluator.
- C. Identify and record cost share activities for required program goals.
- D. Coordinate with the school district staff and parents to establish GEAR UP goals and objectives in the school environment.
- E. Recruit student and parents for the GEAR UP program and maintain suitable levels of enrollment in activities by implementing appropriate follow-up strategies.
- F. Assist in the selection of staff and supervise them.
- G. Supervise all student tutoring –before or after school and in summer.
- H. Work with students to individualize college planning and preparation by providing field trips to campuses, mentors, and personalized financial aid and college entrance assistance.
- I. Coordinate with parents, teachers, and administrators to develop an academic enrichment program for educational advancement and achievement.
- J. Coordinate with colleges, universities, and community resource agencies to provide students with college/career awareness opportunities.
- K. Work with teachers to identify at-risk students in need of academic support services.
- L. Collaborate with other agencies providing mentoring for students in the program.
- M. Work with the building principal to develop and setup educational programs for extended day learning to continue student academic development after school, before school, Saturdays, and during summer school.
- N. Prepare data notebook for each student and discuss with the Lead Tutors. Data should be fully integrated into the student learning plan.
- O. Become familiar with GEAR Up project expected outcomes and work to achieve them.
- P. Perform other related duties as assigned.

Minimum Qualifications:

- 1. BA Degree preferred, AA Degree required.
- 2. Strong administrative skills and experience.
- 3. Knowledge of academic requirements for graduation and entrance into post-secondary education.
- 4. Ability to maintain a safe and congenial environment for the program.
- 5. Ability to maintain the security of sensitive, confidential and privileged information.
- 6. Experience working with social service agencies.

7. Experience in public or community relations, and communicating and working with youth and families of diverse backgrounds.
8. Demonstrated ability to plan and implement programs.
9. Demonstrated commitment to open communication and team problem solving.
10. Must be able to work a flexible schedule.
11. Ability to maintain proper cost accounting and cost sharing records for all reimbursed expenditures. Ability to maintain proper cost accounting and cost sharing records for all reimbursed expenditures.
12. Demonstrated ability to communicate in oral and written form using correct spelling, grammar and punctuation.
13. Bilingual/Biliterate in Spanish preferred.