

Project Facilitator, Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The project facilitator selected for this licensed position will directly develop and facilitate academic remediation and enrichment, and college and career readiness services/activities for GEAR UP students and families at his or her assigned school. This person will be expected to adhere to the District's *Professional Domains and Standards for Licensed Employees* and is directly responsible to the Principal, of the assigned school, Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Facilitates college-readiness activities to assigned middle or high students including, but not limited to:
 - a. Providing college readiness activities to GEAR UP students and their parents/guardians at a designated GEAR UP middle or high school

- (Bonanza High School, Kenny Guinn Middle School, Hyde Park Middle School, and Walter Johnson Junior High School);
- b. Ensuring students consistently receive high-quality services and each student makes satisfactory progress toward program goals;
 - c. Gaining and maintaining knowledge of all students' interests, needs, and backgrounds
2. Collects, organizes, and accurately maintains student and program documents.
 3. Submits timesheets, periodic reports, and other service-related documentation, as required.
 4. Attends required professional learning workshops, training events, and regional/national conferences.
 5. Maintains excellent working relationships with supervisors, fellow GEAR Up Project Facilitators, other Clark County School District personnel, Nevada System of Higher Education (NSHE) and Nevada Department of Education (NDE) personnel, students and families, volunteers, donors, and the community.
 6. Facilitates innovative, relevant, and engaging services and activities, including financial literacy, goal setting, social emotional learning, career exploration, academic assistance, academic enrichment, and college and career readiness activities for GEAR UP students in grades 7-8, and 9-12, and their parents/guardians, as appropriate; meets with students annually to complete Postsecondary Education Planning Session forms; participates in annual Implementation Plan Team meetings.
 7. Collects student demographic and academic progress data and student and parent/guardian service data. Uploads required data in GEARS database, organizing and accurately maintaining student and program documents.
 8. Collaborates with GEAR UP College Coordinators to provide student and parent/guardians services/activities focusing on college awareness, financial aid such as the Free Application for Federal Student Aid (FAFSA®), college preparedness.
 9. Assist in the creation of a college-going culture in GEAR UP schools.
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrated working knowledge of college resources, admission requirements, referrals, and services.
2. Demonstrated working knowledge of designing and implementing effective program services and activities.

3. Demonstrated working knowledge of Microsoft Office, Adobe products, Google docs, video conferencing, and similar technologies.
 4. Demonstrated working knowledge of FAFSA® and scholarship application processes.
 5. Demonstrated ability to plan and coordinate events for all school stakeholders.
 6. Demonstrated effective written and oral communication, collaboration, and interpersonal skills.
 7. Ability to travel to various school District locations.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. One (1) year successful experience related to the position.

Licenses and Certifications

1. Must possess or be able to acquire by time of appointment to the position, a valid teaching or school counselor license issued by the Nevada Department of Education.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment (individual must be able to provide own transportation).

Preferred Qualifications

Experience as a secondary school counselor or with services/activities focusing on college awareness and preparedness.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 08/09/21
- Created: 08/09/21