

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Gear-up Coordinator  
Job Class Code: 0290, 0300  
Pay Scale: per salary schedule

Reports to: Principal  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

The Academic Specialists (AS) will devote 100% of their time to the partnership and will work 190 days per year. Academic Specialist will be employees of the school district and will follow the policies and procedures of the district. A Memo of Agreement between Berea College and each district will ensure that AS follow all federal personnel policies. AS will have school-based offices. School principals will supervise AS day-to-day, and monthly meetings including the AS, principal and the Associate Director of Academic Strategies will shape the GEAR UP work and offset any potential problems. Berea College will reimburse the school district for the AS(s) salary and fringe up to \$66,500 per school year.

**RESPONSIBILITIES:** The Academic Specialist shall work on a full-time basis, consistent with the schedule for all faculty personnel within the School District and devote his or her professional time exclusively to the implementation of the GEAR UP Program in the School District. The Academic Specialist shall regularly attend and participate in all GEAR UP Program training, orientation, instructional and program meetings and activities as scheduled by the School District and/or GEAR UP. The Academic Specialist shall provide direct services to GEAR UP students - including academic counseling, guidance counseling and tutoring - recruit students for GEAR UP activities, maintain files on GEAR UP students, participate in GEAR UP activities, document participation in GEAR UP activities, and perform all such other work as may be assigned to the Academic Specialist consistent with the GEAR UP Grant.

**Essential duties include:**

- Provide academic interventions to all GEAR UP students both individually and collectively.
- Use early warning system to determine individual student needs.
- Assist all GEAR UP students in meeting CCR targets and benchmarks.
- The ability to tutor students in academic disciplines of math and/or English.
- Understanding of the skills and academic levels needed to be college and career ready.
- Connect with teachers and families to ensure student receives appropriate interventions.
- Review student data to determine impact of interventions and next steps.
- Believe that all students can be college and career ready.

**MINIMUM QUALIFICATIONS**

Education: The Academic Specialist must have a minimum of a Bachelor's degree in education or counseling, three (3) years' experience working in Kentucky schools, experience working with low-income youth, and must be a **certified** employee of the School District.

Certification/Licensure: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*



CUMBERLAND COUNTY  
PANTHERS