AUBURN
Human Resources

Dir, GEAR UP Achieve

Job Description

JOB INFORMATION

Job Code	KA57
Job Description Title	Dir, GEAR UP Achieve
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Assists and works at the direction of the Principal Investigator to plan, coordinate, deliver, and manage GEAR UP ACHIEVE services to accomplish the project's goals and objectives. Oversees the operations for GEAR UP ACHIEVE sites to include supervision of professional and administrative staff, as well as budget and grant reporting responsibilities.

RESPONSIBILITIES

- Assumes leadership for the organization, and administration, and provides high-level vision and direction for project implementation.
- Serves as day-to-day point person on all the key project activities.
- Recruits, selects, trains, supervises, and evaluates project staff.
- Reviews programming in conjunction with the School Liaisons.
- Serves as main point of contact for the Principal Investigators Leads communication efforts with the Alabama State Department of Education Officials and grant partners.
- Provides leadership for effective parental and community involvement.
- Travels monthly throughout the target area for project management meetings.
- Finalizes all reports, in conjunction with the principal investigators, submitted to the US Department of Education.
- Attends national and regional GEAR UP (and related) conferences.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Education, Education Administration, Counseling, or related field.	and	5 years of	Experience in the coordination and/or management of a math and science program.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher educational policies and procedures. Ability to coordinate meetings and events considering complex scheduling issues.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Teaching Certification/License	State of Alabama Teaching Certificate.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting				X		Up to 10 pounds
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.