



DeSoto ISD Job Description

Job Title: Site Coordinator, Next GEN GEAR UP

Reports to: NEXT GEN GEAR UP Project Director

Dept./School: Teaching and Learning

Contract Days: 217

Pay Grade: Grant Funded

Wage/Hour Status: Exempt

Funding Source: Grant

Revision Date: August 2024

OUR VISION

To inspire curiosity and consciousness, develop character, build courage, and nurture compassion

OUR MISSION

To ensure students, without exception, learn and grow at their highest levels

OUR VALUES

Every Student

We hold an unwavering belief that every student can achieve success and our students' best interests drive our decisions, actions and behaviors.

Unconditional Belonging

Together, we are responsible for cultivating a community where everyone feels they belong and are respected, cared for and safe.

Courageous Learning

We seek growth, challenge and innovation and embrace risk-taking as a necessary part of every person's learning journey.

Relentless Equity

Each person has access to the resources and opportunities that meet their individual needs in a way that allows them to leverage their greatest strengths.

Collective Excellence

We foster integrity, accountability and hold high expectations of ourselves as we support each other and collaborate towards our vision.

Community Greatness

We are grounded in our connection, pride and partnerships with our communities. Through our collective strength, we support people to do and be their best.

Disclaimer: This is a grant funded position. Funds for this position are expected to be available up to the end of the school year. In addition to other specified conditions of employment, the applicant understands that no guarantee of continued employment, beyond the availability of the grant funds, is expressed or implied by DeSoto Independent School District.

Primary Purpose:

The primary purpose of the NEXT GEN GEAR UP Site Coordinator is to work with cohort student group to increase postsecondary enrollment by providing leadership, training, and technical assistance in supporting systemic reform of school services for student academic success.

Qualifications:

Education/Certification:

Valid Texas teaching certificate
Bachelor's Degree

Special Knowledge/Skills:

- Texas Essential Knowledge & Skills (TEKS) Texas assessment system
- Instructional technology Effective organization and presentation skills
- Effective interpersonal and communication skills Knowledge of secondary school operations and structure, including curriculum and instruction, teaching, and classroom management strategies, assessments and evaluation.

Experience:

Three or more years of successful classroom teaching experience

Major Responsibilities and Duties:

1. Coordinate all aspects of the Drive GEAR UP partnership as assigned.
2. Promote Drive GEAR UP goals and objectives to students, parents, teachers and other stakeholders.
3. Develop training materials to provide workshop sessions for Drive GEAR UP teachers, tutors, and parents.
4. Initiate methods for improving the implementation of the Drive GEAR UP goals and objectives at the campus level.
5. Develop and support GEAR UP parent initiatives at the campus level.
6. Meet with teachers and students regularly to monitor implementation of Drive GEAR UP academic initiatives.
7. Demonstrate effective teaching practices utilizing specialized materials and equipment.
8. Monitor and report progress of Drive GEAR UP objectives to district and regional personnel.
9. Acquire knowledge and receive training to prepare students for institutions of higher learning.
10. Recruit, train, and coordinate tutoring activities.
11. Perform budgetary, record keeping, and data management requirement of the Drive GEAR UP federal grant.
12. Maintain accurate and complete auditable documentation.
13. Maintain student confidentiality.
14. Attend all mandatory Drive GEAR UP meetings, including bi-weekly/monthly meetings, campus/district leadership meetings.
15. Have ability to travel to Drive GEAR UP events, professional trainings, and other related assignments on local, state, and national level.
16. Maintain flexibility in schedule to accommodate evening/weekend requirements.
17. Perform other duties as assigned

Supervisory Responsibilities:**Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors: Must maintain emotional control and exercise reasoning and problem solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written). Should be able to interpret procedures and analyze data for decision-making. Occasional in-district travel. Occasional prolonged and irregular hours and heavy lifting.

Safety: Contribute to the prevention of accidents and injuries by observing safety rules and District policy, practicing the principles and skills taught in safety training, wearing personal protective equipment as required, reporting injuries and incidences immediately to supervisor, and being proactive in the ongoing efforts to improve and maintain workplace safety.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and foregoing statements describe the general purpose and responsibilities assigned to this

job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DeSoto ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by _____ Date _____

Reviewed by _____ Date _____