



## DeSoto ISD Job Description

**Job Title:** Project Director, GEAR UP Program

**Reports to:** Executive Director of CCMR and Counseling Services

**Dept./School:** Teaching and Learning **Contract Days:** 226

**Pay Grade:** Grant Exempt

**Wage/Hour Status:** Exempt

**Funding Source:** Federal

**Revision Date:** March 2024

**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.

### 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.

**Primary Purpose:** Evaluate and provide leadership for the DeSoto ISD GEAR UP program. Be responsible for the overall project, budget management, leading the College Driven GEAR UP Team, and working with all partners and the evaluators. Be the District liaison to the US Department of Education Gear Up Office.

### Qualifications:

Required Education/Certification:

Master's degree in Education Administration

Principal certification preferred

Doctorate degree preferred

### Special Knowledge/Skills:

- Knowledge of curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel, implement policy and procedures, and interpret data
- Strong communication, public relations, and interpersonal skills

### Experience:

**Eight years experience in administration and experience managing federal programs; GEAR UP program administration preferred.**

**Experience working collaboratively in diverse partnership projects and/or supervisory roles with large community grants.**

## **Major Responsibilities and Duties:**

### **Instructional and Program Management**

1. Utilize formative/summative assessment methods to collect and analyze data needed to implement a continuous quality review process.
2. Support instructional and curriculum services to meet students' needs.
3. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
4. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
6. Support the use of technology in the teaching-learning process.
7. Plan the necessary time, resources, and materials to support accomplishment of district goals.
8. Ensure that department initiatives are developed using collaborative processes and problem-solving techniques when appropriate.
9. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
10. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
11. Obtain and use evaluative findings including student achievement data to examine program effectiveness.
12. Secure consultants, specialists, and other community resources to support principals and instructional leadership staff in attaining campus and district objectives.
13. Provide effective staff development activities that incorporate the mission and vision of the district, program evaluation outcomes, and input from district and campus-based team members.

### **Policy, Reports, and Law**

14. Implement the policies established by federal and state law, State Board of Education rule, and local board policy
15. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

### **Budget**

16. Administer the program budget as approved by the US Department of Education to ensure alignment with program goals and objectives
17. Monitor program budget for cost effectiveness to ensure funds are managed prudently.
18. Compile annual budgets and cost estimates based on documented program needs as approved by the US Department of Education.

### **Personnel Management**

19. Lead the GEAR UP team based on the established logic model submitted for the grant.
20. Work with partners and program evaluators.
21. Serve as the liaison between DeSoto ISD and the US Department of Education.
22. Prepare, review, and revise job descriptions as appropriate for the NEXT Generation GEAR UP staff members.
23. Evaluate job performance of employees to ensure effectiveness and alignment with program goals/objectives.
24. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated appraisal system.

### **Communication**

25. Provide for ongoing communication with principals, teachers/staff, students, parents, community, and other stakeholders.
26. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community when necessary.
27. Monitor professional research, disseminate ideas, and provide information to other professionals based on evidence-based strategies.

### **Community Relations**

28. Articulate the district's mission and vision, grant logic model, goals, and objectives to the community and solicit its support.
29. Demonstrate an awareness of district/community needs and initiate activities to meet those needs.
30. Use appropriate and effective techniques to encourage community and parent involvement.

## Other

Perform other duties as assigned.

## Supervisory Responsibilities:

Supervise and evaluate the performance of all Next Generation GEAR Up staff.

## 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.

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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_