

JOB INFORMATION

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|-------------------------|----------------------|
| Job Code | KA57 |
| Job Description Title | Dir, GEAR UP Achieve |
| Pay Grade | AA12 |
| Range Minimum | \$63,250 |
| 33rd % | \$80,120 |
| Range Midpoint | \$88,550 |
| 67th % | \$96,980 |
| Range Maximum | \$113,850 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2023 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------------------|
| 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

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| <ul style="list-style-type: none"> 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. |
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SUPERVISORY RESPONSIBILITIES

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|----------------------------|---------------------------------------------------------|
| 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 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.