



Coordinator, GEAR UP Idaho Program

Non-Classified Classification

SPECIAL NOTIFICATION

This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

RECRUITMENT INFORMATION

Open for Recruitment: December 6, 2017 - December 20, 2017

Announcement #: NONCLS006452

Salary: \$23.00 - \$26.50 per hr. (\$47,840 - \$55,120 yearly) [-Plus Competitive Benefits!](#)

Agency: [Idaho State Department of Education](#) (Office of the Superintendent of Public Instruction)

Location(s): Boise

The State Department of Education (SDE) is seeking a Coordinator to provide support to the GEAR UP Idaho Program.

GENERAL DESCRIPTION

The GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Idaho Coordinator serves a critical function around the administration and implementation of day-to-day activities, and contributes to the strategic vision for the GEAR UP Idaho program. Specific responsibilities include supporting program implementation at the local level; imbedding standard counseling and advising practices in GEAR UP activities; partner development; developing and managing the GEAR UP budget including match; data interpretation, analysis, and reporting; training and development; collaboration and network building among partners; and supporting and providing technical assistance to GEAR UP School Coordinators and other school personnel.

Work is performed under the guidance of, and in collaboration with, the State GEAR UP Idaho Coordinator. Travel throughout the state and nation for training and monitoring is required. This is a full-time position serving under an appointment of the State Superintendent of Public Instruction. The incumbent is part of the Student Engagement, Career and Technical Readiness department at the State Department of Education.

RESPONSIBILITIES

- Attain strong knowledge of GEAR UP grant implementation, federal guidelines and regulations, and state policies and procedures.
- Provide support and technical assistance to GEAR UP (primary) and non-GEAR UP (secondary) schools and postsecondary institutions in the areas of grant compliance, GEAR UP content areas and Advanced Opportunities.
- Ensure timely payment to vendors and partners.
- Develop tools and partnerships to promote GEAR UP and college access advocacy.
- Ensure staff collaboration, cohesion and effective communication.
- Track student services implementation and evaluate data elements to ensure GEAR UP Idaho is on track to meet stated performance indicators and objectives.
- Integrate SDE initiatives and priorities into daily grant activities, specifically rigorous standards and Science, Technology, Engineering and Math coursework, relevant use of technology in the classroom, career and college readiness, advanced opportunities and professional development aspects.
- Responsible monthly for service report approval, budgeting, match tracking, data interpretation and analysis, managing, developing and integrating GEAR UP Idaho professional learning communities, and vendor contract management.
- Serve as GEAR UP Idaho representative on various committees.
- Coordination and preparation for various GEAR UP or related conferences and events.
- Assist in the facilitation of school site coordinator and personal professional development.
- Support sub-award agreement development.
- Develop and disseminate support materials.
- Other responsibilities as assigned.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in education or a related field
- 2-3 years' experience in postsecondary transition services, first year student services, college and career advising or other relevant professional background.
- Experience working with implementation of federal programs, regulations and guidance required.
- Competence in organizational leadership and management.
- Competence in strong interpersonal and organizational skills.
- Competence in supervision, budget, grant, and contract administration.
- Competence in program development.
- Competence in interpretation of state and federal law.
- Competence in written and verbal communication.

- Ability to operate standard office equipment, a personal computer, and work with job-related software applications for word processing, spreadsheets, and other required application.

Desired Qualifications

- Master's degree in education or a related field.

Travel Required

- This position requires approximately 50% travel time throughout the state and nationally for training and monitoring.

TO APPLY

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found at https://labor.idaho.gov/DHR/ATS/StateJobs/jobannouncement.aspx?announcement_no=NONC_LS006452 . Click on the “Apply Online” button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your employment application). Without this information, your name cannot be referred for consideration.

The exam for this position is to submit a letter of interest and customized resume or curriculum vitae. The letter of interest and resume should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

TIMEFRAMES

The State Department of Education seeks to fill this position as soon as possible following the closing date. Interview dates have not been determined at this time. Those applicants not selected will be notified.

EQUAL EMPLOYMENT OPPORTUNITY

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

For Questions Contact

Human Resources & Employment Department
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6800 | www.sde.idaho.gov
hr@sde.idaho.gov

Thank you for your interest in employment with the State Department of Education!