



Position: GEAR UP Coordinator/Athletic Director

Salary: Placement on classified salary schedule DOE

General Responsibilities: This is a professional student-support position responsible for managing all GEAR UP (*Gaining Early Awareness and Readiness for Undergraduate Programs*) program operations and activities with students and parents. May include some supervisory responsibilities. GEAR UP is a federally funded partnership between the Idaho State Department of Education (SDE) and Marsing Joint School District No. 363. As an advocate for GEAR UP students, the GEAR UP Coordinator is a leader within the school whose primary job is to promote:

- Students' successful completion of high school;
- Students' academic, financial, and social preparation for postsecondary educational opportunities;
- Students' and parents' knowledge of postsecondary options.
- Athletic Director experience at the Secondary School level highly desired, but not required.
- Demonstrated ability to be organized in planning, organization, leadership and communicating clear expectations effectively to a wide variety of stakeholders.

Requirements:

- At least one year of experience working with middle school or high school students
- Knowledge of secondary education requirements
- Knowledge of postsecondary education options, application procedures and admission requirements
- Knowledge of financial aid and scholarship opportunities and application processes
- Strong ability to communicate with students, parents and school staff and faculty verbally and in writing
- Excellent program coordination skills, including demonstrated record of completing tasks on time and within budget
- Bilingual / Bicultural (Spanish) highly preferred
- Demonstrated ability to work with lower socioeconomic and migrant students preferred

Deadline: The District reserves the right to fill the position with the most qualified applicant any time. Anticipated start date is August 15, 2022. Position open until filled.

Application: Each applicant shall file the following with the District:

- a) Completed District application form,
- b) Letter of Interest
- c) Current letters of recommendation
- d) Copies of official transcripts of all College or University work

Information: Please contact the Marsing School District Office (208) 649-5411, x197, or the school district web site www.marsingschools.org, select "Employment" and "Classified Application" for an application form. Mail application and related documents to:

Marsing Joint School District No. 363
PO Box 340
Marsing, ID 83639
Fax: (208) 896-4790

Procedure: Applications will be reviewed for qualifications. Selected applicants will be invited for an interview and selection will be made from applicants interviewed.

(If currently employed with the Marsing Joint School District, you need only submit a letter of interest.)