

**JOB DESCRIPTION**  
**REGION ONE GEAR UP FACILITATOR**

- TITLE:** GEAR UP Facilitator
- NUMBER OF DAYS:** Minimum of teacher calendar days plus 10 days  
(5 prior and 5 after teacher calendar)
- QUALIFICATIONS:** Texas Teaching Certificate
1. Degree in counseling or counseling hours preferred
  2. Bilingual/ESL certification preferred
  3. Three or more years of successful classroom teaching experience
- KNOWLEDGE/SKILLS:**
- Texas Essential Knowledge & Skills (TEKS)
  - Academic Excellence Indicator System (AEIS)/TAKS
  - 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.
- JOB ROLE:** GEAR UP Facilitator will 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.
- PERFORMANCE**
1. Coordinate all aspects of the GEAR UP Partnership with Region One representatives.
  2. Promote GEAR UP goals and objectives to students, parents, and teachers and other stakeholders.
  3. Develop training materials to provide workshop sessions for GEAR UP teachers, tutors, and parents.
  4. Initiate methods for improving the implementation of the 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 GEAR UP academic initiatives.
  7. Demonstrate effective teaching practices utilizing specialized materials and equipment.
  8. Monitor and report progress of 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 tutor activities.
  11. Perform budgetary, record keeping, and data management requirements of the GEAR UP federal grant.
  12. Maintain accurate and complete auditable documentation.
  13. Perform other related GEAR UP duties as assigned by principal.
- REPORTS TO:** Campus Principal
- EVALUATION:** Appraisal system utilized for District/Campus Personnel