

JOB TITLE: GEAR UP PROJECT MANAGER

GROUP: Professional/Technical (non-represented) LEVEL: 24 FLSA STATUS: Non-exempt

WORK DAYS PER FISCAL YEAR: 247 HOLIDAYS: 13

SUMMARY: The GEAR UP Project Manager will be responsible for the day-to-day management of grant-related activities in Highline middle and high schools. The GEAR UP grant focuses on the graduating classes of 2020 and 2021 and builds systems to ensure that all subsequent classes of Highline students graduate prepared to succeed in post-secondary education. Key strategies in this grant include: a districtwide shift to standards-based instruction, using early warning indicators to respond as soon as students show signs of struggling with attendance, behavior, or courses, advisory, high school and beyond planning, AVID strategies, and college access supports starting in middle school, with a special focus on family engagement in the process. The project manager will be part of the Student Advancement team, which is responsible for career & college awareness, access, pathways, and learning opportunities for students who struggle and who excel.

CONTEXT AND MISSION: Highline Public Schools serves approximately 19,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, Boulevard Park and White Center Heights in Washington State. Starting in the fall of 2012, the Highline community came together to develop a four-year strategic plan outlining the community's bold goals and big dreams for its children. The plan's promise is that every student in Highline Public Schools is *known by name, strength, and need, and graduates prepared for college, career, and citizenship.*

The collective commitment embodied in the plan is grounded in the community's deep belief that Highline students are capable of reaching the plan's ambitious goals and is driven by students' aspirations for their future.

The instructional vision articulated in the plan is organized around Four Pillars that guide professional and organizational practices:

- Equitable access to rigorous, standards-based instruction. *High-quality instruction for all students.*
- Results-focused professional learning and collaboration. *Investing in our people so they continuously fine-tune their craft and grow in their profession.*
- Strong partnerships with families and community. *Schools can't do it alone. We are better when students, families, community and educators work hand-in-hand.*
- A culturally responsive organization. *Our diversity is a strength and an asset. We are committed to equity, excellent service for all, and continuous improvement.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serve as day-to-day point person on all of the key activities of this game-changing grant to help Highline fully realize the promise of this opportunity to transform existing practices around student engagement and support. Stay apprised of and regularly communicate a complete understanding of the research base for all of the grant activities as well as knowledge of the landscape of programs and activities to meet the goals of college preparedness for all students.

JOB DESCRIPTION: GEAR UP PROJECT MANAGER

- Manage a team of AmeriCorps members assigned to schools for the purpose of tracking early warning indicators, supporting advisory programs, ensuring that students are engaging in high school and beyond planning activities, and working in after school programs. Convene weekly meeting of AmeriCorps members, provide professional learning for strong program delivery, ensure community service projects are robust and relevant, and perform all reporting and management to support ongoing AmeriCorps programming.
- Develop and maintain relationships with community partners to deliver robust, high-engagement, academic and social/emotional after-school and summer programs that help students with their academic achievement as well as leadership, community service, and career and college exploration and access.
- Work with schools and community partners to develop and execute a strategy for significantly increased family engagement in academic improvement, high school and beyond planning, and career and college awareness and access. Oversee and convene advisory groups of students, families, and community members to ensure activities are responsive to their needs.
- Manage contract with external evaluator, as well as ensure deliverables (surveys, data, reports) are met by schools, district offices, and external contractor. Work closely with schools to review evaluation data regularly and make program improvements where possible based on those reports.
- Manage relationships with grant partners at Highline College, the University of Washington Dream Project, and the Community Center for Education Results.
- Promote and support the implementation of AVID practices in all GEAR UP schools by organizing training sessions, providing direct support to teachers and school leaders, and managing tutors.
- Track and manage grant deliverables, budget, grant reports, and coordinate with Department of Education on changes to budget or scope. This includes convening working teams and committees of district leaders, ensuring that school advisory teams are in-place and effective, and that grant deliverables are met on time.
- Lead the creation of the Highline Promise scholarship fund by working with other GEAR UP grant programs to identify best practices, coordinating with College Bound Scholarship to identify how the two can co-exist for student success, and developing and executing a marketing and outreach campaign to ensure that financial need is no longer a barrier for any HPS student to go to college.

MINIMUM QUALIFICATIONS:

Education and Experience

Bachelor's degree, with preference in: education leadership, education policy, social work, or public policy
5 years of experience working with students on college application, career exploration, and/or future planning programs

PREFERRED QUALIFICATIONS:

Master's degree

Teaching experience

Experience working with highly motivated or academically advanced students, including addressing issues of equity and access to such programs

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid WA State driver's license and proof of insurance

KNOWLEDGE OF:

JOB DESCRIPTION: GEAR UP PROJECT MANAGER

Postsecondary awareness, access, academic and career preparation programs
Non-cognitive skills that predict and ensure success in college, career and life
Standards-based instructional practices in secondary education
Urban schools and the practical urban district setting for school improvement
Strong written and spoken communication skills suitable for work with diverse stakeholders
Ways to empowering a diverse population of students to succeed in their college and career aspirations
High school graduation, college entrance, and postsecondary career/technical acceptance requirements
Credit recovery, summer school, and learning advancement programs such as AP, IB, Running Start, or other
Budgeting and financial reporting
School board policies and procedures

ABILITY TO:

Empower a diverse population of students to succeed in their college and career aspirations
Manage multiple projects concurrently, with a focus on team-oriented planning and collaborative strategy development
Maintain effective working relationships with individuals and groups a multicultural and diverse community
Implement web-based tools for college/career planning, credit recovery, and learning advancement
Manage complicated high school graduation requirements and college- and career- entrance requirements
Ability to connect with diverse stakeholders and succeed in highly collaborative work
Utilize Windows, Microsoft Office, and Web-based applications with mastery
Communicate effectively verbally and in writing
Organize and set priorities, attend to detail and follow tasks through to completion
Work independently with supportive supervision, manage work under pressure, and meet deadlines
Exercise good judgment and maintain confidentiality
Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Career & College Access Manager

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

JOB DESCRIPTION: GEAR UP PROJECT MANAGER

CLASSIFICATION HISTORY

Created by Human Resources as outlined by Director of Student Advancement, 2014.10.23

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*