

POSITION ANNOUNCEMENT

October 22, 2018

IN AND OUT OF DISTRICT

EASTERN ARIZONA COLLEGE

HAS THE FOLLOWING OPEN POSITION:

Site Coordinator – Rim Country Middle School

The GEAR UP Grant provides for a salary of \$47,500 (per current salary schedule), plus a cash flex benefit and excellent employee benefits.

Position ends May 31, 2020.

QUALIFICATIONS

See attached pages to learn about qualifications, responsibilities, and for contact information.

APPLICATION

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a résumé, transcripts, (if copies are sent, official transcripts must be on file prior to date of hire), a signed copy of the EAC application form, and a minimum of three written confidential letters of professional references, to:

**Eastern Arizona College Human Resources
GEAR UP Payson USD Position
615 N. Stadium Avenue
Thatcher, AZ 85552-0769**

Lauri Avila (928) 428-8915 or FAX (928) 428-2578

Position Closes November 16, 2018, 5:00PM

Position Start Date: January 2019



Position Opening Notice Site Coordinator – Payson USD

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Organizational Relationship:

The Site Coordinator reports to the GEAR UP Project Director. The Site Coordinator is housed at the appropriate school district. Funding for this position and its continuation is contingent upon receipt of the GEAR UP grant funding through the U.S. Department of Education as scheduled. This is a full time (100% FTE) 12 month position which ends on May 31, 2020.

Required Qualifications:

- Bachelor's degree and K-12 certification.
- Three years of teaching experience to include organizing successful tutoring and other academic intervention programs.
- Experience working with low-income, high-risk, first-generation college bound students, and students with disabilities.
- Experience working with families and community members having diverse academic, socioeconomic, and cultural backgrounds.
- Excellent communication, organization, and problem solving skills.
- Training in standards based instruction and mentoring.
- Ability to effectively coordinate an extensive set of programs to increase academic success.
- Ability to effectively work directly with the school principal and local Site Intervention Team to integrate GEAR UP academic interventions into the school culture.
- Instructional experience related to enhancing student achievement and success.
- Ability to work well with students and to manage part-time GEAR UP personnel and volunteers.

Preferred Qualifications:

- Master's degree in Education.
- Demonstrated experience training faculty and staff working in an educational environment.
- Knowledge of computer assisted instructional software such as Plato, Odyssey-ware and A+ Learning Systems.
- Knowledge of college and university academic standards, systems, and student financial assistance.
- Experience with Character Education curriculum such as Covey's 7 Habits.
- Experience with Arizona Response to Intervention methodologies and procedures.
- Knowledge of career exploration curricula, on-line tools, clusters of study, Education and Career Action Plans, and extended learning opportunities.
- Experience implementing initiatives that help overcome barriers specific to the targeted student population.
- An understanding of and commitment to the community college philosophy and goals.

Responsibilities:

- Work toward systemic change within the school and community to develop school reform.
- Serve as the Coordinator of GEAR UP programs at the local school level.
- Assess participants' strengths and weaknesses in subject areas.
- Monitor GEAR UP student grades/credits to promote on-time graduation and completion of college prerequisite curriculum.
- Innovate and use a variety of tutoring methods and instructional methodologies to address participants' academic needs.
- Assist in the preparation and presentation of instructional materials.

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College is in compliance with the Crime Awareness and Campus Security Act of 1990 as revised. The Annual Security and Fire Safety Report that includes all reported campus crimes is available on the EAC website and can be accessed at

http://www.eac.edu/About_EAC/Consumer_Information/report.pdf A paper copy of the report will be provided upon request.

A daily crime log is available from the EAC Police Department upon written request.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

- Coordinate the tutoring and mentoring needs of program participants with available campus resources.
- Engage in outreach to GEAR UP students who have dropped out and assist these students with re-enrollment in secondary school systems.
- Help students apply for postsecondary financial aid, college acceptance, and college enrollment.
- Ensure effective communication between after-school teachers and regular classroom teachers.
- Coordinate and provide input into the planning of curricula and extended learning opportunities.
- Contribute to the development and implementation of program goals and objective.
- Serve as the key resource for data collection, reporting, documentation and dissemination.
- Provide information on higher education issues such as college selection and financial assistance.
- Provide academic and career counseling services.
- Coordinate the GEAR UP tutoring, credit recovery, academic interventions, college awareness, career awareness, and 'study skills' instructional programs.
- Introduce the Curriculum Frameworks career exploration program, which includes; Clusters of Study, Individual Graduation Plans, Selection of Majors, and Extended Learning Opportunities.
- Implement all project programs in a timely manner as defined in school work plans.

Application Information:

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The submission of all required application materials for the screening committee's review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date:

All applicant materials must be received by 5:00 p.m. Friday, November 16, 2018. A decision is anticipated on or about December 14, 2018 with a start date of January 2019.

Compensation and Position Availability:

The initial position compensation range is \$47,500 per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

- Lauri Avila
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: lauri.avila@eac.edu