

TITLE: GEAR UP Professional Development & Family Engagement Coordinator

DEPARTMENT/DIVISION: GEAR UP

REPORTS TO: GEAR UP Director

CLASSIFICATION: Professional

SALARY RANGE: \$43,888 - \$45,000

POSITION SUMMARY GEAR UP Professional Development & Family Engagement Coordinator will collaborate with administrators, teachers, students, families, and partners to develop an environment that will increase the number of students being academically successful and prepared for post-secondary education.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with diverse groups of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manages confidential information with tact and discretion.
- Research and provide quality professional development opportunities to participant school staff.
- Develop and present professional development opportunities for participant school staff and GU staff.
- Serve as a mentor, resource, and advocate for students, parents and school staff.
- Coordinate and maintain proper documentation for GU sponsored professional development opportunities.
- Implement and maintain a safe, effective social media database for communications among GU staff, student participants, parents, and partner schools.
- Maintain positive rapport and relationships with participant school staff, parents, students, and community partners to ensure effective implementation of GEAR UP programs and services.
- Coordinate informational parent workshops during the academic year.
- Create & maintain clear lines of communication between project staff and families of participants.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Work collaboratively, cooperatively, and effectively with all GEAR UP staff.
- Assist in the overall completion of the goals and objectives of the GEAR UP grant.
- Occasional out-of-state travel is necessary.
- Extended work hours may be required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's degree in Education or related field required, Master's degree preferred.
- Minimum of 2 years' experience in professional development for public school teachers and/or teaching experience at the middle or high school level required.
- Knowledge of Oklahoma Department of Education college-ready curriculum requirements and resources for students and counselors.
- Experience in professional development for public school teachers and/or teaching experience at the middle or high school level.
- Understanding and knowledge required to maintain a safe, effective social media database.
- Strong preference given to individuals with experience working with high need underrepresented students or those from low income and/or rural backgrounds. Preference also given to those with experience working with Native American students.
- Possess strong organizational, time management, and communication skills.

Application review will begin immediately. For best consideration, applications should be received by **Sept. 10, 2024**. To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone number of three professional references to Human Resources. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College

ATTN: Human Resources

P.O. Box 351

Seminole, OK 74818

SSC is an EEO employer committed to multicultural diversity.

SSC participates in E-verify.

Posted August 27, 2024