



GEARUP Academic Specialist

Job Description

Objective

The University of Cincinnati GEARUP Academic Specialist's primary objective is to significantly improve the GEARUP students' academic performance in mathematics, science, and language arts (reading/writing and English) through the delivery of a wide range of instructional support and intervention services.

Responsibilities and Duties

1. Identify and serve eligible GEARUP students at assigned school sites.
2. Work and collaborate effectively with teachers and other school personnel to identify and meet the academic needs of GEARUP students.
3. Develop daily, weekly, monthly, and quarterly work schedules based upon established priorities that maximize services to GEARUP students (by addressing the greatest needs of the greatest number of students).
4. Deliver a wide range of direct academic and instructional assistance, enrichment, intervention, remediation, and support activities and services including - but not limited to – the following: in-class and out-of-class instruction and tutoring, in-school and out-of-school instruction and tutoring, individual and small-group instruction and tutoring, resource room instruction and tutoring, and team-teaching.
5. Deliver supplemental academic/instructional support services outside the instructional period/day/year.
6. Provide OAT/OGT/ACT/SAT tutoring and/or preparation assistance when and as necessary and appropriate.
7. Deliver a wide range of indirect academic and instructional assistance, enrichment, intervention, remediation, and support activities and services including - but not limited to – the following: arranging/coordinating student participation in teacher-based and other school-based tutoring opportunities, scheduling meetings with counselors and other school-based personnel, identifying other appropriate services in the school, district and community for students and families, and encouraging student participation in all GEARUP and other academic remediation/enrichment programs.
8. Design and implement a wide range of instructional activities, materials, programs, services, and strategies in classrooms, seminars, sessions, workshops, and summer programs for use with individuals, small groups, and whole classes.
9. Provide counseling, guidance, and mentoring support for GEARUP students in the areas of academic achievement, college awareness/readiness, school success (attendance, behavior, personal, and social issues), and life-skills (e.g., organization skills, time management, individual and social responsibility, and work ethic).
10. Contact and communicate directly with parents/guardians on a regular basis to ensure parent awareness of and involvement in student school performance and to secure parent support of student participation in GEARUP, school, and other activities.

11. Promote, support, and encourage student participation in all GEARUP activities and services.
12. Function as a GEARUP team member in your school(s) by working collaboratively, cooperatively, and effectively with other Academic Specialists, College Access Specialists, Dropout Prevention Specialists, the Parent Involvement Specialist, and other GEARUP staff.
13. Maintain accurate data, records, and student files to document all activities conducted and services provided.
14. Report daily in the designated database/data collection system all services delivered to/for GEARUP students, parent/guardians, and educators.
15. Submit accurate, complete, and timely data and performance reports on a weekly, quarterly, semester, and/or annual basis as required.
16. Perform other duties related to GEARUP Program Targets/Benchmarks and Strategies as assigned.

Qualifications

1. Bachelor's Degree required, Master's Degree preferred.
2. Strong background in mathematics and science required, college degree in mathematics or science preferred.
3. Experience working with youth required, experience working with urban minority youth preferred.
4. Experience tutoring/teaching youth required, experience as a certificated/licensed classroom teacher preferred.
5. Experience working in a school setting required, experience working in an urban school setting recommended, experience working in Cincinnati Public Schools preferred.

Other Qualifications

The successful candidate will demonstrate possession of the following:

1. Strong technology skills.
2. Knowledge about Cincinnati, Cincinnati Public Schools, and the target population.
3. Strong written and oral communication skills, including public speaking skills and listening skills.
4. Strong interpersonal and human relations skills.
5. Ability to develop positive working relationships with, build rapport with, and motivate both co-workers and clients.
6. Cultural competency; appreciation, embracing, and valuing of diversity.
7. Strong problem-solving, critical-thinking, and independent decision-making skills.
8. Ability to function as a team player and to work collaboratively and cooperatively in a shared-decision-making environment.
9. Capability to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision.
10. Ability to function effectively in hectic and fast-paced work environments through prioritization of multiple, and sometimes conflicting, demands in order to meet established deadlines.
11. Ability to travel to multiple school sites and other work locations.