

DUTIES AND RESPONSIBILITIES OF LEA PERSONNEL AND CONTRACTED SCHOOL TEAMS

County Superintendent – Duties and Responsibilities

The County Superintendent is the person responsible for signing the annual agreement for the FSU GEAR UP partnership and ensuring that their county is being fiscally prudent in spending federal dollars, ensuring that the schools are meeting the grant goals, and that the county is meeting the dollar for dollar match requirements of the grant. The Superintendent is also responsible for the following:

- Appoint the designee to act as the GEAR UP County Coordinator for the county and determine whether that person will receive a stipend (not to exceed \$5,000);
- Approve the team positions (Site Coordinator, Liaisons, FACE Coordinators) for each of the GEAR UP schools that will be contracted by FSU GEAR UP;
- Attend the annual Superintendent and Principals meeting that takes place at the annual FSU GEAR UP conference to receive updates concerning the grant and how their schools are meeting grant goals;
- Maintain all documentation pertaining to the grant for at least 3 years after the completion of the grant; the date to dispose of the records will be determined by the FSU GEAR UP office;
- Appoint a Fiscal Officer to work with the Fairmont State GEAR UP staff and determine if that person will receive a stipend (not to exceed \$7,920). The stipend funds will be in the county GEAR UP budget.

GEAR UP County Coordinator - Duties and Responsibilities

The GEAR UP County Coordinator is appointed by the county superintendent to act as a liaison between the county school board and the FS GEAR UP office. This person may receive a \$5,000 stipend from GEAR UP if the Superintendent provides approval. The GU County Coordinator is responsible for working with the superintendent to ensure that their county is being fiscally prudent in spending federal dollars, that the schools are meeting the grant goals, and that the county is meeting the dollar for dollar match requirements of the grant. The GU County Coordinator is also responsible for the following:

- Attending the monthly GEAR UP Team Meetings hosted by FSU GEAR UP to receive updates concerning the grant;
- Participate in the bimonthly Fiscal Meetings hosted by FSU GEAR UP either by conference call or in a physical location;
- Work with school teams to establish a strategic plan to meet grant goals at their schools;
- Meet with school teams monthly to review how schools are meeting grant goals;
- Work with the county fiscal office to manage each GEAR UP school budget and review each request to spend grant funds to see if the request to spend funds are allowable, allocable and reasonable and if needed, that all events which need approved have the prior approval paperwork attached and that the approved amounts are not exceeded; maintain files of all purchases made with GU funds;
- Provide signature on each Effort Turnaround Report (ETR) in order to gather match for the county; submit signed ETR's to the Fairmont State GU office by the established deadline.
- Work with the schools and county office to review county goals and GEAR UP goals in order to capture match;
- Maintain all documentation pertaining to the grant for at least 3 years after the completion of the grant; the date to dispose of the records will be determined by the FSU GEAR UP office.

Fiscal Officer - Duties and Responsibilities

The GEAR UP Fiscal Officer is appointed by the County Superintendent to process all Fairmont State GEAR UP invoices and other fiscal duties as required by the Fairmont State GEAR UP Office. The Fiscal Officer is responsible for working with the County Coordinator, Site Coordinator, Liaison, and FACE Coordinator to ensure that all GEAR UP expenditures are allowable, allocable and reasonable according to the rules and regulations of the U.S. Department of Education. This person may receive a stipend up to \$7,920 for their extra efforts relating to GEAR UP.

- Attend the initial Fairmont State GEAR UP Fiscal Meeting in September;
- Participate in bimonthly fiscal teleconferences or in person meetings;
- Receive the WV-48 agreement and obtain the signature of an authorized individual who can agree to the terms and conditions set forth in the agreement;
- Once the approved Agreement is received by the County Board Office, a letter of explanation stating where the original approved agreement will be located needs to be sent to the Fairmont State GEAR UP Budget office;
- Work with the Fairmont State GEAR UP team to create a budget based on the approved agreement and send it in to the Fairmont State GEAR UP Budget office;
- Maintain records in order to invoice the Fairmont State GEAR UP office for GEAR UP funded expenditures;
- Make certain that all expenses are allowable, allocable and reasonable and if needed that all events which need approved have the prior approval paperwork attached and that the approved amounts are not exceeded;
- Maintain all GEAR UP records in a manner where they are EASILY accessible at all times in case of an audit by either Fairmont State GEAR UP an outside auditing firm or the U.S. Department of Education;
- Request transfers in order to maintain a negative free budget;
- Assist in collecting match for the county;
- Be certain to look for emails sent by the Fairmont State GEAR UP Budget office for important information and changes made to the program;
- Keep all records pertaining to the Fairmont State GEAR UP project in a secure location for at least 3 years after the closeout of the grant. The date for documents to be disposed of will be determined by the Fairmont State GEAR UP Office and will be announced.

Site Coordinator - Duties and Responsibilities

To meet the goals and objectives of GEAR UP, Site Coordinators are contracted up to 40 hours per month to serve as the liaison between the GEAR UP site and grant leadership at FSU, providing oversight and leadership for the middle and high school design, implementation, and evaluation of the Federal GEAR UP Partnership Grant awarded to Fairmont State University. The Site Coordinator serves as the primary on-site representative responsible for implementing GEAR UP at their site. Types of support include but are not limited to the following:

- Ability to check email daily;
- Oversee school GEAR UP activities to ensure compliance with the grants goals and objectives;
- Serve in a leadership capacity in working with GEAR UP project or activity coordinators to effectively implement and evaluate components of the grant;
- Participate in GEAR UP Coordination training sessions as needed;
- Hold meetings with teachers, counselors, students, and parents regarding GEAR UP values, goals, activities, and services, which include financial aid, career exploration, college info, and rigorous courses;
- Coordinate and implement after-school programs including but not limited to: tutoring, mentoring, enrichment activities, and other support services as identified;
- Supervise, coordinate, and provide evaluation forms for the major GEAR UP activities. Use evaluation forms to improve the quality of project offerings and to assess the effectiveness of major programs;
- Work with Fairmont State, RESA VII, and other agencies to provide teacher training and staff development opportunities related to the GEAR UP goals;
- Supervise and provide for the acquisition of baseline data and follow-up data as required;
- Serve on GEAR UP committees as needed;
- Maintain effort Logs/Effort Turn-Around Reports as required;
- Prepare and submit annual and quarterly reports, and other reports as required;
- Oversee school GEAR UP budget accountability with the designated fiscal officer at the county office;
- Assist guidance office with establishing a college/career resources center;
- Assist in maintaining the GEAR UP section of the school website;
- Responsible for equipment inventory and the annual inventory report;
- Attend monthly GEAR UP meetings;
- Other services as identified as they pertain to the grant implementation;

Site Liaison - Duties and Responsibilities

To meet the goals and objectives of GEAR UP, Site Liaisons are contracted up to 80 hours per month depending on the size of their school to provide support to the Site/County Coordinators. Types of support include but are not limited to the following:

- Design and generation of newsletters as needed;
- Design of promotional fliers and posters for school events & activities;
- Assist and/or coordinate the details associated with field trips and special events;
- Serve as a direct liaison for Fairmont State University;
- Oversee deadlines for Quarterly Reports completion by Site/County Coordinators;
- Data entry, data collection, and baseline data survey completion as needed to complete data and evaluation needs of the grant;
- Assist in coordinating Parent activities;
- Serve as needed in coordinating the Student Advisory Committee;
- Assist in the coordination of field trip and special events;
- Collect and follow-up on Effort Turnaround Report Forms as needed;
- Track progress of sites in meeting grant goals;
- Design, disseminate, collect, and tally evaluation forms for project events;
- Assist in maintaining the digital scrapbook and in completing the annual summary of site activities;
- Attend site activities as available;
- Assist in overall project management, details, logistics, facilitation as needed;
- Submit progress reports as requested by FSU;
- Provide support services to the Site/County Coordinators in providing GEAR UP activities to ensure compliance with the grants goals and objectives;
- Participate in GEAR UP training sessions and bi-monthly meetings.
- Assist the Site Coordinator in working with parents, local schools, post-secondary institutions, state agencies, and local groups/organizations to increase student and family knowledge of post-secondary options, testing and admissions requirements, academic course planning, and financial aid;
- Devise activities and programs for GEAR UP students to promote increased school interest and involvement, improved academic achievement, career awareness, and academic progression;
- Assist in the planning and administration of summer enrichment institutes and mentoring programs;
- Work closely with school counselors in providing student and parent awareness of education opportunities beyond high school and financial aid resources;
- Ability to check email daily;
- Establish/maintain the GO Center and work with the trained G Force members (student mentors) in providing activities;
- Other services as identified as they pertain to the grant implementation;

FACE Coordinator Duties & Responsibilities

The GEAR UP Family and Community Engagement (FACE) Coordinator, serves as the “face” of the school, representing GEAR UP to families and businesses in the community. The primary function of the FACE Coordinator is to promote and increase parent, family and community involvement and collaborations, thereby strengthening support for the schools and ultimately contributing to increased success for all students. This position is contracted for up to 20 hours per month.

General Responsibilities include but are not limited to:

- Implement monthly parent workshops and special events that provide all of the following:
 - encourage and foster parental involvement in the school
 - communicate the GEAR UP vision and goals
 - provide information on educational resources for parents
 - provide personal enrichment/ educational activities for parents
 - provide information on educational requirements at the school
 - provide quality information and resources on post-high school options, college preparation requirements, financial aid, career exploration, etc... that will help the parent support their child in their educational goals

- Complete one school project per year following the Parent Leadership Institute guidelines;
- Assess, enhance and regularly monitor the level of “family-friendliness” of the school;
- Demonstrate the importance/impact of parent involvement to school staff, teachers, administrators, and parents/families, advocating for the parents needs/ concerns;
- Complete activity reports, evaluations, participation tracking, and time sheets, and submit such reports in a timely manner to Fairmont State GEAR UP Parent Coordinator;
- Assist GEAR UP Liaisons with creating, copying and distributing the GEAR UP newsletters;
- Ability to check emails daily;
- Maintain parent/family educational materials, books, videos, etc... in school’s Go Centers; and/or parent resource rooms and advertise accessibility;
- Attend all mandatory meetings and trainings;
- Actively recruit parents to participate in GEAR UP’s Annual Family Day, Parent Leadership Institutes, College Bus Tours and other Fairmont State sponsored activities;
- Establish relationships with local Partners in Education and seek out potential new partners;
- Generate ideas to better utilize community resources and GEAR UP’s mobile unit;
- Assist GEAR UP staff in implementing grant goals for parents as needed.