

Required Duties of a GEAR UP Liaison

(Please refer to the GEAR UP Calendar for set deadlines)

PLANNING/IMPLEMENTING:

- Create/submit an Annual Implementation Plan (IP) and Budget for state review by set deadline
- Create/submit a Summer Implementation Plan and Budget (if applicable) for state review by set deadline
- Prepare & submit Special Projects Applications for review to the state office (if applicable)
- Assist in planning School Grant Manager bi-annual site visits to school (Fall & Spring)
- Submit budget amendment requests for equipment and/or non-equipment purchases by set deadlines
- Communicate and receive prior approval from School Grant Manager for any amendments to the approved IP
- Submit applications to attend national GEAR UP conferences (if interested) to state office by set deadlines
- Plan and attend monthly local GEAR UP team meetings
- Coordinate and implement student, parent, and teacher (staff) services as outlined in approved IP
- Plan and coordinate College Application Week services with GEAR UP College Access Manager
- Work with College Access Manager to disseminate information about state summer camps
- Plan and coordinate local FAFSA completion services
- Communicate and distribute GEAR UP information to state and local GEAR UP teams in a timely manner.

DATA:

- Review/update student, staff and parent data annually in GEARS by set deadline
- Review/update 7th grade students in GEARS, adding and transferring as necessary by set deadline
- Complete service entries in GEARS monthly for annual grant and as required for special projects (if applicable)
- Complete service entries in GEARS upon completion of summer program (no later than deadline)(if applicable)
- Complete student, parent, educator, graduate, college visit and summer program surveys by set deadlines
- Complete Mid-Year and Final Year Implementation Progress Reports in GEARS by set deadline
- Complete student performance data for State GEAR UP Annual Performance Report by set deadline

FISCAL REPORTING:

- Submit annual, summer and special project grant acceptance documentation with required signatures to the state office by set deadlines
- Submit required documentation and reporting materials for expenditures (annual, summer & special projects) by set deadlines
- Enter funding Match in GEARS monthly/annually *Dollar for dollar match must be entered in GEARS for all reimbursement requests
- Successfully complete quarterly and final fiscal reports by set deadlines
- Request monthly reimbursement for completed services “reimbursement only schools” (include expenditure receipts, a current accounting ledger, and match documentation)
 - Reimbursement Only Schools: *If a school is labeled “High Risk” by OPI, or if fiscal concerns have arisen from previous years’ awards, a school will be put on a strictly “reimbursement only” basis. Schools in a Reimbursement Only status are required to submit monthly requests for reimbursement along with match documentation.*

TESTING:

- Setup sessions for ACT ASPIRE testing (if applicable) by set deadlines
- Participate in ACT statewide testing

STATE SPONSORED EVENTS:

- Attend GEAR UP West annual conference/Fall Liaison Meeting
- Attend Winter Liaison Meeting
- Attend Spring Planning Meeting (with team)

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Skills:

Montana GEAR UP requires each local management team to have an assigned GEAR UP liaison. It is strongly recommended that the GEAR UP liaison be funded through the local GEAR UP budget for 1.0 full time equivalent (FTE) (i.e., full time). Excesses of 1.0 FTE are allowable in certain circumstances with approval. The recommended skills, knowledge, and abilities should include:

- ✓ Believes that college is possible for all students and is a resource for the school's college-going culture
- ✓ Has or is able to develop a leadership role in the school
- ✓ Has experience in the socioeconomic, political, and cultural structures of the school and community
- ✓ Builds relationships with students, staff, parents, and community
- ✓ Has collaborative workplace experience and demonstrates history of positive teamwork
- ✓ Demonstrates strong ability to communicate, verbally and in writing, and is respected by school staff, students, and the community
- ✓ Applies program coordination skills including demonstrated record of completing tasks on time and within budget
- ✓ Exhibits knowledge of graduation requirements and postsecondary entrance requirements
- ✓ Demonstrates knowledge of postsecondary education options, preparation, and financing
- ✓ Holds a bachelor's degree in education, psychology, or related field

Recognizing that each school is unique, the above responsibilities may involve other staff within the school district based on skill sets, school needs, other duties assigned, etc.