



SCHOOL DISTRICT

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28
Rockaway Beach, OR 97136

Phone: 503-355-2222

Fax: 503-355-3434

www.nknsd.org

VACANCY ANNOUNCEMENT

January 6, 2026

POSITION: Temporary GEAR UP Site Coordinator (Classified)

LOCATION: Neah-Kah-Nie High School and Middle School
190 days per year

DURATION: Full-time, through end of 25/26 school year

TO APPLY AND/OR QUESTIONS CONTACT:

Karen Wheeler, Administrative Assistant/HR Coordinator
Neah-Kah-Nie School District
PO Box 28/504 N. Third Avenue
Rockaway Beach, OR 97136
Phone: 503-355-3506

SALARY RANGE: \$20.21 per hour

APPLICATION TIMELINE: Open until filled

APPLICATION REQUIREMENTS: Submit application to [SpringSchool](#). Apply to position #599. Only complete applications will be considered. A complete application must consist of the following: Spring School application, cover letter and two letters of recommendation.

IN DISTRICT APPLICANTS: Submit a signed letter of interest to Karen Wheeler, karenw@nknsd.org

QUALIFICATIONS: See attached job description. Must be able to pass the Oregon Department of Education Criminal History Background check and pre-employment drug screen.

BENEFITS: Medical, Dental and Vision Insurance, Retirement Plan, three personal leave days per year, one day of sick leave earned each month, up to two family sick leave days per year, ten paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars.

Other employee benefits outlined in the Classified Bargained Agreement can be found by clicking [here](#).

For additional district information and to apply visit our website at: www.nknsd.org

NEAH-KHA-NIE SCHOOL DISTRICT
Job Description

Job Title **GEAR UP Site Coordinator (Classified)**

Reports To: **Principal**

Evaluated By: **Principal**

Job Goal:

1. Lead the district [GEAR UP](#) efforts throughout the school year and during part of the summer
2. Plan and implement activities for the middle school and high school
3. Serve as the primary contact for the central [GEAR UP](#) staff.

ESSENTIAL REQUIREMENTS: To perform this job successfully individual must be able to execute each requirement satisfactorily. The requirements listed below are representatives of the knowledge, skill, and/or ability needed for the position.

1. Possess a valid First Aid Card.
2. Completion of an annual Bloodborne Pathogen course.
3. Skilled communication and collaboration skills.
4. Possess effective organizational and time management skills.
5. Ability to work independently and as part of a team.
6. Understanding of and belief in the mission and vision of GEAR UP.
7. Interest in working with students and families; prior experience preferred.
8. Ability to create/foster community partnerships.
9. Ability to form strong working relationships with staff, students, and families.
10. Ability to prioritize work and follow through with deadlines.
11. Desire to “champion” the importance of education beyond high school to students, families, and school staff.
12. Physical ability to perform all job functions; (i.e., functional computer literacy, knowledge of word processing, spreadsheets, databases and an understanding of how computers work, phone answering skills and recordkeeping).
13. Maintain satisfactory attendance as defined in District policy and regulation.

PERFORMANCE RESPONSIBILITIES:

1. Work with local team to write, implement, and evaluate the GEAR UP Yearly Plan.
2. Serve as the primary contact for the central GEAR UP staff, including regular.
3. Facilitate site visits from central GEAR UP staff.
4. Attend Oregon GEAR UP meetings including:
 - Up to three in-person meetings
 - Weekly ZOOM meetings with other GEAR UP site coordinators and central GEAR UP staff
5. Attend relevant workshops, meetings, trainings and conferences to gain and improve knowledge related to the role.
6. Communicate regularly to school and district staff regarding GEAR UP activities, outcomes, and the mission of college-readiness.
7. Foster collaboration between the middle school and high school.
8. Perform or delegate the following responsibilities:
 - Overall implementation of your cluster’s GEAR UP Yearly Plan

- Facilitate Oregon Goes to College related activities and events, including College Exploration Week, College Application Week, and Decision Day
 - Track grant expenses
 - Submit invoices to the central GEAR UP office
 - Track district matching funds and event participation using the Events and Cost Share Tracker
 - Collect and share data for annual performance reports
 - Coordinate the administration of GEAR UP student, parent, and educator surveys
 - Retain required records
9. Build and nurture relationships with student, staff families and partners (colleges, community members and organizations, businesses, etc.).
 10. Help build student and family interest in postsecondary education.
 11. Work closely with staff to facilitate and improve communication to families.
 12. Seek opportunities for sustaining GEAR UP activities.
 13. Follow federal guidelines that govern GEAR UP.

ADDITIONAL CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- Criminal History Background Checks and Fingerprint Clearance
- Valid Driver's License

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery including tractors, and mowers.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school/school grounds setting. The noise level in the work environment is usually moderate, but occasionally high depending upon the student population, activities and equipment used. The employee is exposed to a variety of conditions including, wet or humid and outdoor weather conditions, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals and fumes, risk of electrical shock and vibration. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, or modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

TERMS OF EMPLOYMENT:

A minimum of 190 day

EVALUATION:

The performance of this job will be evaluated annually by the principal.

I have read and understand the responsibilities and qualifications of this job description.

Employee Signature

Date

ANTI-DISTRIMINATION POLICY AND COMMITMENT TO DIVERSITY

It is the policy of the Neah-Kah-Nie School District 56 that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the District Office, 504 N. Third Avenue, Rockaway Beach, 503-355-2222.