



ARIZONA GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs



ROLE OF THE GEAR UP SITE TEAM

Members of the GEAR UP Site Team have three primary responsibilities, as follows:

I. Planning: The GEAR UP Site Team works in coordination with representatives from NAU and ASU to develop an annual GEAR UP action plan, or “work plan” that meets the requirements of the federal grant and meets the unique needs of the GEAR UP School, and to develop an accompanying budget. To facilitate the planning and budgeting process, NAU (the GEAR UP State Office) provides a work plan template, which includes required activities, and a budget template. Site Team members determine federal budget needs and cost share (in-kind) contribution sources and values, within parameters set by the grant/NAU. Baseline data, provided by the schools, also help to guide the Site Team to ensure that ‘gaps’ in services are addressed.

II. Implementation: Primary responsibility for implementing the workplan will fall on the GEAR UP Site Coordinator. In addition, however, specific members of the Site Team may be called on to assist the GEAR UP Site Coordinator in implementing particular GEAR UP activities, events and initiatives. The extent of any individual member’s involvement will be agreed upon during the planning stages, and guided by the strengths and availability of each member. The principal, who is the leader of the Site Team, may also appoint school staff or faculty who are not formally members of the Site Team to help in implementing the plan. For example, **department chairs’** may be needed to implement *The New York Times Curriculum piece of the plan*; the **School Resource Officer’s** might be called on to help with the absence intervention component or other services for the students identified to be most at-risk of failing or dropping out; the school’s enrollment/attendance/academic **data clerk(s)** may be called on to fulfill GEAR UP’s data reporting requirements; and your district **community outreach liaison** might be able to help locate and reach out to appropriate community partners to accomplish specific GEAR UP initiatives and can ensure that the contributions and participation of local community organizations and businesses in GEAR UP-sponsored activities are coordinated with other contributions those entities are providing to the district.

III. Monitoring: The GEAR UP Site Coordinator will complete quarterly progress reports, and submit them to NAU. The Site Coordinator will ensure that every member of the Site Team is provided a copy of the quarterly report. Where applicable, based on Site Team members’ specific contributions to the implementation of a particular work plan initiative, the Site Coordinator may request members’ assistance in preparing the report. Site Team members are encouraged to read these reports and provide helpful feedback to NAU and the Site Coordinator to promote continuous improvement of the project. The reported “results” of each work plan initiative should be considered by the Site Team in developing the next year’s work plan.