

Department of Education

Grainger County

P.O. Box 38
7850 Rutledge Pike
Rutledge, Tennessee 37861
Phone 865/828-3611 Fax 865/828-4357
Mark Briscoe, Director of Schools

April 14, 2025

POSITIONS AVAILABLE GEAR UP TN Site Coordinator Washburn School

Interested applicants may pick up an application at the Central Office weekdays,
8:00 a.m. to 4:00 p.m. Applications are available on website - www.grainger.k12.tn.us.

*** CURRENT EMPLOYEE - SUBMIT RESUME ONLY**

The application, along with a resume, may be submitted to the Central Office located at 7850 Rutledge Pike in Rutledge, Tennessee or emailed to bshofner@gcs123.net.

- **Minimum Requirements** - Applicants must have five (5) years of experience in teaching, counseling, school administration or a related college access field, must have experience with middle and high school students, Bachelor's Degree required, Master's Degree preferred, follow regulations established by school system and state, and perform other duties as assigned by the Director of Schools. Possess strong knowledge of postsecondary education requirements, options, application procedures, financial aid, and scholarship opportunities. Ability to work effectively with school personnel, parents, community leaders, and students. Possess excellent interpersonal and communication skills. Demonstrate the ability to conduct effective workshops and presentations for diverse audiences. Strong program management skills, including demonstrated record of completing tasks on time and within budget. Possess the ability to serve as a role model for students and have a commitment to working with young people and to the value of postsecondary education.
- **Duties include but are not limited to:** Deliver GEAR UP TN services in assigned school(s) with the intent to increase students' academic readiness for higher education and dramatically increase the number of students who access and succeed in postsecondary education. Ensure compliance with all grant requirements as determined by THEC and the U.S. Department of Education. Establish productive working relationships with principals, counselors, teachers, and community partners in assigned middle and high schools.

Applications and resumes will be reviewed by the Grainger County Board of Education Director.

For further information, please contact Mark Briscoe, Director of Schools, at (865) 828-3611.