



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CAREER COORDINATOR
REPORTS TO: School Principal **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** SDO + 10 days
SALARY: .5 FTE Range 143– Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under administrative direction of the Principal, assist College and Career Advisors and Career Technical Education (CTE) teachers in the development of career and occupational opportunities for students. Specifically, the Career Coordinator builds industry partnerships (internships, job shadows and other workplace experiences) for the CTE Pathways at each school site. In addition, the Coordinator provides information for students, staff, parents and community members on occupational opportunities in the CTE Pathways offered by the school in which they work. The incumbent works closely with staff and their peers to establish relationships and facilitate collaboration between the school sites and the local business community. In addition, the Coordinator attends parent nights and other relevant community meetings. The Coordinator trains and presents, as needed, on information pertaining to securing and maintaining workplace experiences for students. Finally, the incumbent performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Establish outside-of-school partnerships with industries relevant to the CTE Pathways taught at the school.
2. Coordinate internship and other workplace experience activities with CTE teachers.
3. Support teachers and community college liaisons with CTE Dual Enrollment.
4. Assist CTE teachers with integrating work-based learning opportunities within career technical education courses.
5. Support the provision of data for Career Center website.
6. Attend regular CTE Council Meetings.
7. Support the ongoing development and administration of career units for various grade levels and CTE Pathways.
8. Provide career research assistance for staff and students.
9. Advise students, parents, and staff with researching career pathways and accessing internship/jobs/volunteer/educational and other work-based learning opportunities.
10. Assist in helping students in identifying their chosen career path in collaboration with guidance counselors.
11. Maintain and update District work-based learning, tracking, and other required reports.
12. Initiate and coordinate work-based learning activities sponsored by community-based organizations.
13. Present information to various groups on college and career opportunities.
14. Coordinate career activities and arrange for outside speakers and field trips.
15. Assist in administrating career-related self-appraisal instruments.

16. Attend conferences as part of continuing education to increase knowledge of changing career requirements relevant to CTE Pathways.
17. Foster partnerships with post-secondary institutions (i.e. community colleges, career training programs, union teachers and employers).
18. Manage marketing and communications to inform students, parents/guardians, and staff of work-based learning and educational opportunities (school bulletins, Parent Square, Canvas, career resources/databases slideshow, spreadsheets, and various social media platforms).
19. Supervise student assistants.
20. Perform other duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- AA degree and/or equivalent experience.
- Three years of working in a leadership role/experience in an educational environment desirable.
- Strong interpersonal and leadership skills.
- Excellent verbal and written skills.

KNOWLEDGE OF:

- Career and occupational resources, trends, and opportunities.
- Basic research methods.
- Advanced knowledge of word-processing programs, including but not limited to all MSOffice products, spreadsheets and databases.

ABILITY TO:

- Demonstrated ability to plan, organize, and interpret complex policies and procedures.
- Provide specialized assistance and information concerning career planning and college entrance and career planning to students, parents, staff, and community agencies.
- Develop and provide information and materials related to career/college opportunities to high school students.
- Work independently using effective public relations skills with little direction.
- Multi-task in a busy environment.
- Meet schedules and time lines.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to sit for long periods of time.
- Ability to read fine print.
- Ability to operate a computer keyboard and calculator.
- Ability to stand, reach, bend, and grasp in order to file and retrieve materials.
- Ability to lift up to 25 pounds.
- Ability to tolerate noise level in working environment is moderate.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.