



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: COMMUNITY SERVICE COORDINATOR
REPORTS TO: School Principal **SITE:** San Mateo High School
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** School Days + 10 (192 Days)
SALARY: Range 40 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under the direct supervision of the Assistant Principal, and the general supervision of the Principal, performs variety of functions related to supporting staff and students.

CLASS CHARACTERISTICS:

This position requires knowledge of procedures and strategies in a professional field that is gained through considerable training and experience. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. At this level, the employee, having developed expertise in this line of work, is responsible for planning and carrying out assignments; resolving most conflicts that arise; and coordinating work with others, as necessary. Personal contacts are with school administration, teachers, students, and members of the business community.

ESSENTIAL FUNCTIONS:

1. Serve as the primary liaison between the school and the community.
2. Identify and develop volunteer jobs for students in community-based agencies.
3. Post volunteer for students; recruit and interview students to make the age-appropriate referral of those students to the various participating volunteer agencies; and orient and train volunteer staff.
4. Provide assistance to those teachers who are involved in the service-learning component of the project.
5. Monitor the supervision of students by participating agencies.
6. Maintain liaison with community service groups that help supply volunteers.
7. Monitor and evaluate students and community projects, and prepare progress reports.
8. Plan, coordinate and schedule annual campus community service/volunteer fair for career day and other special events; reserve and set up facilities; schedule representative and others for speaking engagements; schedule presentation and others for speaking arrangements; and prepare related materials.
9. Publicize the service efforts by students.
10. Develop a marketing plan for the program.
11. Maintain and monitor students volunteer hours' program budget including the use of grants and donated funds in accordance with established policies and procedures.
12. Provide recognition for outstanding service projects and students.
13. Review student's nomination for Jefferson Awards and community service recognition certificate.
14. Participate in related workshops and programs.
15. Develop a community resource file to enrich and supplement the curriculum.
16. Maintain volunteer morale.
17. Periodically, interpret statistics and performance evaluation of the program.
18. Develop forms and maintain necessary records and databases.

EMPLOYMENT STANDARDS:

- Incumbents must be able to perform essential functions above with or without 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

- Bachelor's Degree or equivalent combination of training and experience.
- One (1) year of experience coordinating volunteer assignments within community-based agencies.
- Experience in a community agency, career planning, counseling setting or related field is desirable.

KNOWLEDGE OF:

- Secondary school curriculum and procedures, with a strong background in PTA and volunteer work.
- Local volunteer opportunities within San Mateo County and the community-based agencies.
- District educational policies and procedures.
- Office administrative practices and procedures.
- Modern office practices, procedures and computer equipment.
- Systems and procedures used for updating and maintaining a variety of records.
- Correct English usage, spelling, grammar, and punctuation.

ABILITY TO:

- Plan, organize, and implement the numerous aspects of a special services program.
- Understand and carry out oral and written directions.
- Operate a computer and various software programs.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Communicate effectively, both orally and in writing including speaking and listening to people individually and in groups.
- Organize work tasks to meet deadlines.
- Be sensitive to youth and ethnic cultural differences existing among all populations.
- Exercise discretion and tact in dealing with the needs of students and community.
- Analyze situations accurately and implement effective courses of action.
- Establish a working rapport with all members of the school community and the public.
- Work independently with frequent interruptions.
- Identify strategies for continuous improvement.
- Write reports and correspondence.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- 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 WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

WORK ENVIRONMENT:

- The noise level in the work environment is moderate.

LICENSE AND OTHER REQUIREMENTS:

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

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.