



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: Coordinator of Student Equity Council

REPORTS TO: School Principal or Assistant Principal **SALARY:** \$3000 stipend/year

SITE: District Office

APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

CLASSIFICATION: Certificated/Classified

EFFECTIVE DATE: July 1, 2023

WORK YEAR: School Days

Job Summary:

Under the supervision of the school site administrator, the Student Equity Council Coordinator oversees the student equity council. promoting equity, inclusion, and diversity on the high school campus. The Student Equity Council Coordinator will collaborate with students to provide valuable insight into student experiences on the school campuses The coordinator is responsible for recruiting student members to the group, supporting the onboarding of new students, organizing meetings, facilitating discussions, coordinating events, and implementing strategies to address systemic inequities and promote a culture of belonging.

Job Essential Functions:

1. Establish and Maintain the Student Equity Council:
 - a. Create and maintain a student-led council composed of diverse individuals committed to promoting equity and social justice.
 - b. Recruit council members and provide training and support to ensure their effectiveness in advocating for equity-related issues.
2. Coordinate Meetings and Facilitate Discussions:
 - a. Schedule and organize regular council meetings, workshops, and training sessions.
 - b. Facilitate meaningful discussions on equity-related topics, promoting open dialogue, active listening, and respectful exchanges of ideas.
3. Develop and Implement Equity Initiatives:
 - a. Collaborate with the council to identify and prioritize key areas of concern related to equity, diversity, and inclusion within the student community.

- b. Work closely with various stakeholders, including faculty, staff, administrators, and student organizations, to implement these initiatives effectively.

Employment standards:

- Must be able to perform essential functions above with or without reasonable accommodation.
- Must maintain a positive, helpful, constructive attitude and working relationship with the school and district employees, the Board of Trustees, students, parents, and the general public.

Qualifications:

- Minimum of three years experience in a high school setting.
- Experience working with a wide range of students with diverse learning needs.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; Canvas and Aeries.

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.

Other requirements:

- Available after school hours (4:00-5:00pm) on occasion

LICENSE AND 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 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. 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.