



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: DISTRICT ATHLETIC COORDINATOR/HR TECHNICIAN
REPORTS TO: Deputy Superintendent of HR/Student Services **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** School Days Only (+10 days)
SALARY: Range 41 - CSEA Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: OCTOBER 14, 2021

JOB SUMMARY:

Under general supervision of the Deputy Superintendent Human Resources and Student Services, the District Athletic Coordinator/HR Technician would assist the site Athletic Directors in athletic programs and activities; provide information and serve as a District Office resource to Athletics; achieve defined objectives by planning, developing, implementing and maintaining services in compliance with established guidelines; processing co-curricular positions and athletic coaches; refer deviations, problems, and unfamiliar situations to the Deputy Superintendent of Human Resources and Student Services for decision or guidance; and backup the district office receptionist as requested. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Process coaches, co-curricular and game staff officials - verify and input all position information into the integrated HRIS; verify data information on all coaches in SportsNet; conduct new hire onboarding orientation; generate contracts for co-curricular positions, process contracts coaches and game staff official variables.
2. Maintain coaches, co-curricular and game officials files.
3. Maintain stipend records on all coaches, co-curricular and game officials positions.
4. Prepare personnel items for submission to the Board of Trustees agenda meetings.
5. Update and maintain yearly Athletic Manual.
6. Assist in developing an innovative and strategic vision for athletics with the Athletic Directors to continue to innovate and develop a strategic vision for athletics.
7. Assist with ELD intramural athletics, as needed
8. Assist in Agenda setting with each Athletic Director prior to monthly District Meetings.
9. Generate end of season Coach Recognition data.
10. Reserve transportation for athletic contests as needed.
11. Schedule officials, security, ambulance and other personnel needed for various contests.
12. Collaborate with the Health Services Manager to coordinate opportunities to increase athlete access to community health resources including onsite physicals. Coordinate campus weekend access with Site Administration team.
13. Communicate updates regarding Air Quality Index (AQI) as needed.
14. Assist with school site and District Awards Ceremonies.
15. Assist Fiscal Services with the yearly budget estimation costs.
16. Organize CPR and Water Safety classes for District employees.
17. Schedule, attend and take notes at Athletic Director meetings.
18. Update and distribute yearly family passes to sites.
19. Assist with Athletic Trainer scheduling as needed.
20. Organize and assist with coach interviews.
21. Assist the Student Success Coordinators following up on students that are on probation.
22. Perform all HR Technician duties as assigned.
23. Other related duties as assigned

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned Athletic Coordinator 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, administrators, the Board of Trustees, students, parents and the general public.

EDUCATION:

- High School diploma or equivalent plus coursework or professional training in the office occupations field.

KNOWLEDGE OF:

- Basic office practices and procedures, including correspondence, record keeping, telephone techniques, filing systems, and operation of common office equipment and computer hardware and software.
- Use of Microsoft Office and Google applications.
- Systems and procedures used for updating and maintaining a variety of records.
- Proper English usage, grammar, punctuation, vocabulary and spelling.
- Business mathematics.
- District policies and procedures.

ABILITY TO:

- Make accurate decisions and use sound judgement within the framework of policies, procedures, and guidelines.
- Maintain a high level of integrity and discretion in communicating with colleagues and the public; recognize information that should be handled as confidential.
- Interact with the public, staff and administration in a professional manner.
- Understand and carry out oral and written directions.
- File alphabetically, numerically and chronologically.
- Keyboard at a speed of 45 WPM.
- Perform clerical work with speed and accuracy.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Communicate effectively both orally and in writing.
- Make arithmetical calculations using a calculator.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outlined in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL REQUIREMENTS:

- Ability to read hand-written and fine print materials.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to sit for extended periods of time.
- Ability to operate a computer keyboard, copier and related office equipment.

- Ability to move from desk to cabinets and files within the departments.
- Ability to stand, reach, lift, kneel, squat, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- 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.