

## San Mateo Union High School District

Randall Booker, Superintendent

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### SAN MATEO UNION HIGH SCHOOL DISTRICT

#### CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** District CTE Career Coordinator - Facilitator

**REPORTS TO:** Director Curriculum & Assessment

**CLASSIFICATION:** Classified      **SITE:** District Office

**STIPEND:** \$5,000      **WORK YEAR:** School Days Only

**APPROVED BY THE BOARD OF TRUSTEES:** September 15, 2022

**EFFECTIVE DATE:** September 15, 2022

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#### JOB SUMMARY:

- The District CTE Career Coordinator Facilitator coordinates the monthly convenings of the CTE Career Coordinators and supports communication for and about the team.

#### ESSENTIAL FUNCTIONS:

- Provides facilitation of the monthly convenings of the CTE Career Coordinators. This includes agenda-setting and communication about the convenings
- Meets monthly with the Directors of Curriculum and Assessment office to communicate emergent needs/issues and provide feedback
- Meets as needed with the CTE Department Chairs to coordinate communication
- Represents the CTE Career Coordinator team as needed on District Task Force convenings including but not limited to the Dual Enrollment and CTE Task Forces.

#### EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above 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 Trustees, students, parents and the general public.

### **QUALIFICATIONS:**

#### Education/Training Experience:

- Minimum of two years as CTE Career Coordinator
- Experience having effectively led meetings
- Knowledge and experience using various technology tools and software platforms such as Canvas, Edgenuity Microsoft Office Suite including Excel; Google Drive; and Aeries.

### **ABILITY TO:**

- Work effectively with high school students of differing abilities and backgrounds.
- Establish and maintain effective working relations with program and school personnel.
- Physically perform job tasks.
- Follow directions and function within school policies and procedures.
- 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 Certificated Employees.

### **OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.
- 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 laws

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.