



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ENGLISH LEARNER & ACADEMIC SUPPORT PROGRAM ASSISTANT  
**REPORTS TO:** Manager of English Learner & Academic Support Programs  
**CLASSIFICATION:** Classified Bargaining Unit **SITE:** District Office & Bridge Program  
**SALARY:** Range 40 – Classified Salary Schedule **WORK YEAR:** SDO + 10 Days  
**APPROVED BY THE BOARD OF TRUSTEES:** May 5, 2022

---

### JOB SUMMARY:

Under general supervision of the Manager of English Learner and Academic Support Programs, perform varied tasks to support the day-to-day operations of the District's English Learner (EL) Programs; and the Bridge Program and their staff. These duties include, but are not limited to, producing written and oral communications in English and Spanish, record keeping, data gathering, document and presentation preparation, and other related duties as assigned.

### ESSENTIAL FUNCTIONS:

- Monitor, update, and manage Ellevation, the District's student information system for English Learners, in addition to making needed changes in Aeries for English Learner students.
- Support the Manager of EL & Academic Support Programs in preparing & disseminating communications to English Learner families and staff (i.e. phone calls, letters, emails, event announcements, etc.).
- Compose, type and assemble correspondence, reports, memoranda, and other materials.
- Establish, maintain and update a variety of records, logs and filing systems pertaining to English Learner programs.
- Support the Manager of EL & Academic Support Programs in administrative tasks of the Bridge Program (i.e. scheduling classes, tracking attendance, organizing family conferences, reporting discipline and family conferences in Aeries, managing program supplies, supporting teachers, etc.).
- Manage logistics for professional development organized around English Learners, AVID, Ethnic Studies, and Guided Studies.
- Maintain appointment schedules and calendars; arrange meetings; notify participants; prepare meeting agendas; and take meeting minutes.
- Support District EL staff (i.e. ELD and LTEL coordinators; ELD Social Worker) with administrative tasks as needed.
- Support EL student intake at the District level (completing intake forms, assisting with transitions to sites, etc.).
- Support EL student assessment (i.e. initial and summative ELPAC testing, ELPAC letters, rostering in various online programs, securing needed program licenses, end of semester assessments, etc.).
- Support Manager of EL & Academic Support Programs with District English Learner Advisory Committee meeting logistics, organization, note-taking and meeting summaries.
- Manage orientation process for Bridge students as they begin the program; inform and coordinate new students with staff; assist at the Bridge Program as needed.
- Perform other duties as assigned.

### 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 Education, students, parents and the general public.

## **QUALIFICATIONS**

### **Education/Training Experience:**

- High school diploma or equivalent supplemented by coursework in office systems and administration.
- Two years of experience working in an educational setting or clerical position.
- Bilingual and literate in Spanish
- Strong skills in technology (knowledge and skill with Google Suite Applications, Aeries, CANVAS, and other educational technology applications)

### **KNOWLEDGE OF:**

- English Learner students and immigrant families;
- Student information systems, Google Suite; CANVAS, and UC/CSU A-G portal
- Secretarial and clerical practices and procedures.
- General knowledge of school functions, operations and regulations.
- Office methods and practices, procedures and the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Systems, procedures and software used for updating and maintaining a variety of records using a computer.
- Word processing methods, techniques and programs.
- Correct English usage, spelling, grammar, punctuation and vocabulary.

### **ABILITY TO:**

- Understand and communicate the role, services and functions of the English Learner program.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan, organize, and carry out work assignments independently.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make arithmetical calculations using a calculator.
- Operate standard business machines including a computer and business software.
- Accurately typing/word processing at a rate of 50 WPM.
- Establish and maintain effective relationships with those contacted in the course of work.
- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional areas.
- Remain calm and patient in stressful situations.
- 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 DEMANDS:**

- Vision sufficient to read hand-written and fine printed materials.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier and related office equipment.
- Mobility to move from desk to cabinets and files within a department.
- Physical stamina to stand, reach, lift, kneel, squat, bend and grasp in order to file and retrieve materials.

- Physical stamina to sit for extended periods of time.
- Ability to lift up to 25 pounds.

**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.

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.