



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: Short-term FAFSA/CADA Completion Intervention Coordinator
REPORTS TO: Director of Curriculum & Assessment **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** Short-term
SALARY: On Variable 25 hours/ 5-day week (\$30.18/hour) - Range 37
APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:** January 3, 2023
November 17, 2022

JOB SUMMARY:

This position, under the direction of the Director of Curriculum and Assessment, will provide 25 hours per 5-day week of Federal Application for For Student Aid (FAFSA)/California Dream Act Application (CADA) support for 12th grade students/families as they work to complete this graduation requirement. Short-term help.

ESSENTIAL FUNCTIONS:

- Coordinates the development and implementation of common intervention/support strategies across all seven school sites that are intended to ensure that all SMUHSD 12th grade students complete the FAFSA/CADA or Opt-out form by May 1, 2023.
- Compiles data reports regarding FAFSA/CADA-completers and non-completers and shares that data with College/Career teams at each school site so as to ensure follow up by staff at each school.
- Provide responsive and proactive direct outreach and support to SMUHSD 12th grade students as they work to complete the FAFSA/CADA - a graduation requirement starting with the class of 2023.
- Provides in-person student/family support at school sites with significant populations of historically underserved students: CHS, HHS, PHS and SMHS

EMPLOYMENT STANDARDS:

- Incumbents 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:

- AA degree and/or equivalent experience.
- Advanced knowledge of Google Suite (Google Spreadsheets in particular) and Canvas LMS
- Strong interpersonal, leadership and student supervision skills.

- Experience working at a school site.
- Bilingual Spanish (preferred)
- Excellent verbal and written skills.

KNOWLEDGE OF:

- Techniques, methods and strategies of tutoring high school students.
- Student learning activities, such as academic achievement, educational enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, and cultural groups and events.
- Techniques and methods of student supervision and behavior management. Cultural and physical differences and needs of children in assigned activities.
- Basic computer and technology applications.
- English usage, spelling, and writing.
- Familiar with and stays current with web based and digital/software resources to support the research process.
- Skills and experience to provide instruction on the use of computers in the library and to perform basic technical support to students using personal computer workstations.

ABILITY TO:

- Work effectively with high school students of differing abilities and backgrounds. Establish and maintain effective working relations with program and school personnel.
- Learn basic first aid and safety requirements.
- Communicate effectively in oral and written expressions.
- 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 Classified Employees.

PHYSICAL DEMANDS:

- Ability to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Ability to sit, stand, kneel, stoop, reach, twist, walk, move carts, and grasp in order to shelve and retrieve books and materials.
- Sufficient visual acuity to recognize letters and numbers.
- Sufficient hand-arm-eye coordination to use a personal computer keyboard.
- Ability to reach to selves for placement of light-to-medium weight objects (less than 40 pounds).
- Sufficient hearing and speech ability to carry on conversations in person and over the phone.
- Noise level in working environment mild to moderate.

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.

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[SMUHSD Diverse Workplace Profile](#)

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.

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 any emergency.