



SAN MATEO UNION HIGH SCHOOL DISTRICT
CERTIFICATED/CLASSIFIED JOB DESCRIPTION

JOB TITLE: Multilingual Learners Club Coordinator

REPORTS TO: School Principal

SITE: CHS, HHS, SMHS

CLASSIFICATION: Certificated or Classified

WORK YEAR: School Days

SALARY: \$2643 Stipend

APPROVED BY THE BOARD OF TRUSTEES:

EFFECTIVE DATE: August 16, 2023

Job Summary:

Under the guidance of site administration, The Multilingual Learner (ML) Club Coordinator would serve as the advisor for the student ML Club and organize and supervise after-school activities for ELD students. The ML Club's goal would be to provide a space for ELD students to socialize and build community after school with their peers, do homework, provide tutoring, and participate in activities that develop their leadership capacity and prepare for fundraisers.

This space focuses on ML students and the opportunities it would create are in line with our site's goals of inclusion for students, and the DELAC recommendations of opportunities for Multilingual Learners students to be more involved in the school. In the past, examples of activities developed were community cooking, after school open gyms, movie nights, and painting.

Job Essential Functions:

- Supervise and advise the ML Club after school
- Hold regular club meetings
- Help tutor or supervise tutors helping ML students with classwork after school
- Help facilitate meetings and promotion for fundraisers, events, and coordinate field trips
- Supervise events and field trips and coordinate other adult supervision for events
- Manage extracurriculars budget

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:

- Experience working with ML students and/or families who have recently immigrated to the United States
- Current employee of the high school
- Bilingual preferred

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) and occasional longer evenings and/or weekends for student events and extracurricular activities

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 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.