



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: Student Records Transition Coordinator (Stipend Position)

REPORTS TO: Health Services Manager **CLASSIFICATION:** **SITE:** District Office

Classified

WORK YEAR: April 1 - June 30

SALARY: \$3000 Stipend

APPROVED BY THE BOARD OF TRUSTEES: March 28, 2024 **EFFECTIVE DATE:**

Job Summary:

- Under the direction of the Health Services Manager, this stipended role coordinates and performs delivery of rising 9th-grade records from the SMUHSD's five elementary partner districts (Burlingame, Hillsborough, Millbrae, San Bruno Park, and San Mateo-Foster City).

Job Essential Functions:

- Communication and coordination with middle school leadership regarding pick-up dates of student records
- Perform pick up of boxes of student records at each middle school.
- Perform delivery of student records to all relevant SMUHSD school sites using a District-issued van.
- Communication with SMUHSD staff (SDA's and site administrators) as needed on confirmation of receipt of student records.
- Other duties as assigned as relevant to this role.

Employment Standards:

- Must be able to perform essential functions above with or without reasonable accommodation.
- Must be able to lift up to 50 pounds
- 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:

Education & Experience

- Previous experience with record keeping
- Organizing and implementing districtwide projects
- Ability to facilitate coordinated communications between district and feeder schools

Knowledge Of:

- Student records and information processing
- Working knowledge of FERPA and HIPPA as it relates to student records
- Understanding of district timelines for project complete and identifying potential access needs to campus during summer and construction.

Ability To:

- Work effectively with students and their families from various socioeconomic, ethnic and linguistic backgrounds.
- Prioritize and coordinate workflow for self and others.
- Establish and maintain a variety of record keeping, reference and data collection systems.
- Multi-task in a busy environment.
- Carry out oral and written directions.
- Work well with teachers, staff and administration.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct.
- 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/Working conditions with or without reasonable accommodations:

- Physical stamina to sit for extended periods of time.
- Vision sufficient to read hand-written and fine printed materials.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier and related office equipment.
- Physical stamina to stand, reach, bend, lift, kneel, squat and grasp in order to file and retrieve materials.
- Physical stamina to lift up to 50 pounds.
- Noise level in the working environment is moderate.

Other Requirements:

- 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 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.