



## SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** STUDENT SUCCESS COORDINATOR FOR ADULT SCHOOL  
**REPORTS TO:** Director of Adult School **SITE:** Adult School  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** School Days Only (213 Days)  
**SALARY:** Range 142  
**APPROVED BY THE BOARD OF TRUSTEES:** April 11, 2024

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### **JOB SUMMARY:**

This position will, under the direction of the school site administration, and in collaboration with each school's Multi-Tiered-System of Support Tier II Team, facilitate and coordinate short-term student interventions.

### **ESSENTIAL FUNCTIONS:**

1. Perform student needs assessments, and track data & outcomes in ASAP-Student Information System and TOPSPro Enterprise (TE) for progress monitoring.
2. Develop, in collaboration with site administration to support student skill development in the areas of executive functioning, organization, and attention, as needed.
3. Provide support to and collaborate with morning, afternoon, and evening ESL program.
4. Engage in regular collaboration with all program coordinators.
5. Assist with the website under the ESL program and Student Life.
6. Coordinate with Check-in and/or mentoring program.
7. Work effectively with students in extended learning activities and assist with behavior management, discipline, interpersonal actions, and act as a role model.
8. Support student engagement activities including projects with Student Ambassador Student Volunteer, and Student Council groups.
9. Mentor students in a variety of life-learning experiences.
10. Provide instruction and support to students on the use of computers/ Chromebooks in the library and/or on students' mobile devices (Chromebooks).
11. Provide support to students on the following specific software platforms:
  - Google Suite of applications
  - Canvas Learning Management
  - ASAP registration
12. Conduct meetings with students to identify goals and monitor progress; create and manage an incentive program to celebrate student efforts and progress.
13. Communicate with teachers and other faculty around student efforts to make up work, etc.; and gather data to evaluate the effectiveness or after-school programs, and share outcomes with relevant stakeholders.
14. Provide updates to school staff on a regular basis.
15. Organize celebrations and incentive rewards for students.
16. Order supplies and purchase snacks.
17. Participate in staff training and professional development opportunities.
18. Perform other duties as assigned that support the overall objective of the position.

### **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:

- 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 adult 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 adult 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 outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS:**

- 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.
- 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.
- Ability to reach to selves for placement of light-to-medium weight objects (less than 40 pounds).

**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 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 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.

**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.