



SAN MATEO UNION HIGH SCHOOL DISTRICT
Certificated/Classified

JOB TITLE: AntiBias Grant Coordinator

REPORTS TO: Director of Curriculum and Assessment

SITE: District-wide

CLASSIFICATION: Certificated or Classified

WORK YEAR: School Days Only

SALARY: \$12,000 Stipend

APPROVED BY THE BOARD OF TRUSTEES: 11/16/23

EFFECTIVE DATE: 11/16/23

JOB ESSENTIAL FUNCTIONS:

The Antibias Grant Coordinator is a dedicated and passionate individual who is interested and committed to supporting BIPOC educators within the SMUHSD community. This individual will assist in identifying, communicating and onboarding potential participants for the program. Additionally, they will coordinate the in-person and virtual events in collaboration with the professional learning consultant and monitor the effectiveness of the program based on the components of the grant.

1. Plans, communicates, and coordinates outreach program, informational materials and hosts informational sessions with prospective participants
2. Assists in the planning and facilitation of in-person and virtual meetings .
3. Provides direct outreach and communication to participants in the program to support attendance, gather input and facilitate communication with professional learning provider
4. Assists in the monitoring of progress of classified employee participants on a semester basis.
5. Acts as a point of contact for participants to direct program questions, address concerns, and facilitate open communication with professional learner providers.
6. Attends collaboration meetings between SMUHSD and professional learning organizations to support high-quality and relevant programming for participants.
7. Engages in monthly planning meetings with the SMUHSD Director of Curriculum and Assessment.
8. Related duties as assigned.

QUALIFICATIONS:

- At least two years of successful employment within San Mateo Union High School District
- Demonstrated relationship building and community networking skills.
- Design presentation experience
- Public speaking and/ or presenter skills; comfortable speaking with groups of 20-40 people.

- Knowledge and experience using various technology tools and software platforms such as Google Suite (Docs, Spreadsheets, Slides); with special focus on ability to use spreadsheets and presentation programs.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

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.