



**SAN MATEO UNION HIGH SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION**

JOB TITLE: **District Emergency Supplies Coordinator**
Short Term Position

REPORTS TO: Deputy Superintendent of Human Resources

CLASSIFICATION: Certificated or Classified **SITE:** All Sites

SALARY: \$3500 Stipend per semester **WORK YEAR:** School Days +10

APPROVED BY THE BOARD OF TRUSTEES: May 18, 2023

JOB SUMMARY:

Under general supervision of the Deputy Superintendent of Human Resources, and the direction of the Health Services Manager, the District Emergency Supply Coordinator will annually inventory, restock, and return all emergency supplies to all District locations between June-August and January. This includes organizing and coordinating delivery of existing supplies to one location. Sorting, recycling, disposing expired supplies and replacing with new or updated items. The current Inventory accounts for over 10,0000 students and 1300 staff members across 13 locations.

ESSENTIAL FUNCTIONS:

1. Facilitate delivery of Emergency Red Bags to central or site location for annual inventory and restock.
2. Develop site schedule of pick-up and delivery of Emergency Red Bags.
3. Organize logistics for supply purchase and delivery of annual needs versus perishable items.
4. Recruit and organize additional volunteers if needed for Summer restock initiative.
5. Organize employees on-site on how and where to drop off and pick up Emergency Red Bags.
6. Communicate with Principals, Facility Managers, and Transportation about site and central location pick up, storage, and delivery of emergency supplies.
7. Review overstock and disperse items in site Emergency Sheds. Identify sites who need Emergency sheds and recommend location in coordination with Principal, Facility Manager, and Health Services Manager.
8. Encourage employees and students toun.
9. Attend District Emergency and Safety meetings as needed.
10. Assume a leadership role that promotes emergency preparedness, health and safety to students and employees.
11. Submit emergency supply recommendations or updates based on industry best practices and community partner expertise.
12. Survey site employees regarding understanding of how and when to access Emergency Red Bags and overstock supplies.
13. Summarize your achievements at the end of Summer and Winter inventory activity.
14. Support Emergency, Safety, and Drill activity for sites and District as needed.

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:

- Highly organized and ability to follow timeline and meet deadlines
- Interest in and knowledge of Emergency Planning, Disaster Planning, Health and Safety.
- Ability to use stand for long periods of time following safe ergonomics
- Ability to lift items repetitively following safe ergonomics.

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 any emergency.