



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: SUMMER INTERNSHIP COORDINATOR

REPORTS TO: Director of Curriculum and Assessment

SALARY: \$13,125 stipend/year

SITE: District Office

APPROVED BY THE BOARD OF TRUSTEES: April 11, 2024

CLASSIFICATION: Certificated

EFFECTIVE DATE: June 1, 2024

WORK YEAR: School Days

Job Summary:

Under the supervision of the Director of Curriculum and Assessment, the SMUHSD Summer Internship Coordinator is a dynamic position designed for a teacher on special assignment, focused on enhancing high school students' professional growth through real-world experience. This role involves the proactive identification and coordination of internship opportunities suitable for up to 35 students, guiding them through the application process, and providing essential support and mentorship. The Coordinator then works closely with students to prepare them for their internships, ensuring they benefit from their experiences. Finally, the position provides ongoing monitoring and support of student participants throughout their summer internships. It serves as a liaison between students, schools, and host organizations to facilitate a successful and enriching experience for student participants.

Job Essential Functions:

- **Identify and Secure Internship Opportunities:**
 - Research and identify potential internship opportunities that align with students' interests and career aspirations.
 - Establish and maintain partnerships with businesses, non-profits, and other organizations willing to offer summer internships to high school students.
- **Student Preparation and Support:**
 - Conduct workshops or seminars on resume writing, interview skills, and professional etiquette to prepare students for internship applications.

- Provide one-on-one guidance to students in selecting, applying for, and securing their internships.
- Offer ongoing support and counseling to students throughout the internship application process and duration.
- Prepare students for formal presentations of learning at the end of the summer internship session.
- **Coordination and Liaison Work:**
 - Serve as the primary point of contact between the students, their families, the school, and the internship providers.
 - Coordinate logistics related to the internships, including but not limited to transportation, schedules, and necessary documentation.
- **Monitoring and Evaluation:**
 - Regularly monitor students' progress and experiences through check-ins, site visits, and feedback sessions with both students and internship providers.
 - Evaluate the overall effectiveness of the internship placements and the program, identifying areas for improvement and success stories.
- **Administrative Duties:**
 - Maintain detailed records of student participation, progress, and outcomes.
 - Prepare and manage any necessary paperwork related to the internships, including agreements, evaluations, and compliance documents.
- **Communication:**
 - Keep open and effective communication channels with all stakeholders, including sending regular updates to parents, schools, and partners.
 - Address any issues or concerns during the internship period promptly and efficiently.

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:

- Minimum of three years experience in a high school setting.
- Career Technical Education Credential in one or more pathways.
- Experience working with a wide range of students with diverse learning needs.
- Knowledge and experience using various technology tools and software platforms such as Google Docs/Spreadsheets; Canvas and Aeries.

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.

LICENSE AND 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 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. 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.