



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: School WASC Coordinator (Semester-long)

REPORTS TO: Principal

CLASSIFICATION: Certificated

SITE: District Office

SALARY: \$2000 Stipend

WORK YEAR: 1 semester (school days only)

APPROVED BY THE BOARD OF TRUSTEES:

May 18, 2023

EFFECTIVE DATE: May 15, 2023

JOB SUMMARY:

Under the supervision and direction of the site principal, the Semester-Long Western Association of Schools and Colleges (WASC) Coordinator will provide leadership and facilitation of the early WASC-prescribed self-study and planning process that is required for each high school to be accredited during the first semester of a planning year. This includes the facilitation of preliminary data collection and data-driven dialogues across some stakeholder groups at the school site. The Coordinator, in collaboration with administrators, will begin the "Self Study" process during this first semester and it will be picked up in the fall of the Accreditation Year by the Year-long coordinator who will complete the Self-Study and Planning process.

JOB ESSENTIAL FUNCTIONS (WASC Self Study & Plan):

1. Establish in collaboration with site administration and according to the "WASC Coordinator Checklist:"
 - A general calendar for the major self-study events as well as a detailed timeline of specific committee meetings and tasks to be accomplished.
 - A process for ongoing communication with staff about the process.
2. Establish a WASC Leadership Team, Data/Profile Group, Home and Schoolwide Focus Groups.
3. Collaborate with District and site administration in securing the data required to start the self-study process.
4. Facilitate at least three self-study meetings in accordance with WASC and District collaboration norms/expectations.
5. Write at least one section/chapter of the self-study report
6. Complete tasks/processes in a timely manner and in accordance with WASC accreditation mandates/timelines.

JOB ESSENTIAL FUNCTIONS (Coordination with Site-based Leadership):

1. Collaborate with site administration and PD/MTSS TOSA's on self-study processes that reflect the priorities/initiatives of the school.
2. Participate in District-wide convenings of WASC coordinators from all school sites.
3. Perform other related duties as assigned.

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 Site Administration and other school site employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- CA single-subject Teaching Credential or PPS credential
- Minimum of five years of experience working in a high school.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development/adult learning.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Apps including Google Spreadsheets; and Aeries.

OTHER REQUIREMENTS:

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- 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.

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.