



SAN MATEO UNION HIGH SCHOOL DISTRICT
CLASSIFIED/CERTIFICATED JOB DESCRIPTION

Job title: Senior Matriculation Advisor

Reports to: Director of Curriculum & Assessment **SITE:** All Schools

CLASSIFICATION: Classified or Certificated Bargaining Unit **WORK YEAR:** Summer

SALARY: \$1,500 for each week in role (may be more than one week during summer)

APPROVED BY THE BOARD OF TRUSTEES: May 23, 2024

EFFECTIVE DATE: June 1, 2024

JOB SUMMARY:

This position, under the direction of the Director of Curriculum and Assessment and the Senior Matriculation Project Coordinator, will provide college matriculation support for immediately graduated seniors from all school sites during the summer to assist in transitioning students to post-secondary opportunities.

ESSENTIAL FUNCTIONS:

- Provide responsive and proactive direct outreach and support to recent graduates to assist with the transition to post-secondary opportunities by helping to remove barriers to enrollment in educational institutions or training opportunities including text messaging, emails, phone calls, and virtual (Google Meet) appointments.
- Reviews surveys and notes of students identified for intervention and provides notes and documentation for student intervention and outreach efforts executed.
- Outreach support including text messaging students on the target database to invite them to connect with Summer Matriculation Support, answering questions regarding the CCGI summer census opt-out, as needed, connecting students with support staff at community colleges or 4-year colleges/universities as needed, and supporting students with transitioning 504/IEP plans to college of choice.
- Call or text community college-bound seniors who were highlighted by counselors and ed specialists, also cross-referencing with Summer Melt Senior HUGs & Senior Graduation Survey (Naviance). Google Voice can be used to call **or** text students. Reach out periodically in this general order of priority:
 - Homeless/foster youth
 - Undocumented students (if known)

- Students with disabilities (504/IEP)
- ELD students
- Students who did not complete FAFSA whom we suspect may need financial help
- Additional HUG's as needed, esp. those who did not complete the Senior Grad survey or did not list where they're attending
- Non-grad seniors attending summer school
- Utilize District communication tools to streamline communication and intervention support continuity week-to-week.
- Provide end-of-program qualitative and quantitative data outcomes as requested from the Summer Matriculation Project Coordinator.
- Utilize AERIES and Naviance to provide informed and appropriate support.
- Support students with transitioning 504 plans and IEPs to Disability Support Centers at their college of choice.
- Provide FAFSA/CADAA application support based on most up-to-date state and federal guidelines and recommendations.
- Support students and families with understanding of financial aid packages and appeals processes at individual institutions.

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 high 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 high 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 outlined in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS:

- 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.
- Sufficient visual acuity to recognize letters and numbers.
- Sufficient hand-arm-eye coordination to use a personal computer keyboard.
- Ability to reach to selves for placement of light-to-medium weight objects (less than 40 pounds).
- Sufficient hearing and speech ability to carry on conversations in person and over the phone.
- Noise level in working environment mild to moderate.

OTHER REQUIREMENTS:

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

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 is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

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.