



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** Senior Matriculation Project Coordinator

**REPORTS TO:** Director of Curriculum & Assessment      **SITE:** All Schools

**CLASSIFICATION:** Certificated Bargaining Unit

**SALARY:** \$2,500 Stipend      **WORK YEAR:** Summer

**APPROVED BY THE BOARD OF TRUSTEES:** May 19, 2022

**EFFECTIVE DATE:** May 9th, 2022

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#### **JOB SUMMARY:**

This position, under the direction of the District office, will provide college matriculation project coordination support for immediately-graduated seniors from all school sites.

#### **ESSENTIAL FUNCTIONS:**

- Work with district Student Data Specialist to create an annual target student database of graduating seniors, prioritizing First Generation high school/college bound students and HUGS.
- Share target student data with school counselors and Ed Specialists prior to the end of school year, and ask them to highlight and provide notes (as needed) on students who may need additional summer outreach.
- Publicize the program via student emails to *all* seniors' personal email addresses asking them to contact us if they need more support (emails can be found in Senior Grad survey responses and target student database).
- Send Aeries Parent Square announcement to all parents and post on all High School Site and Counseling web pages.
- Create an 8-week outreach protocol for intervention teams structured by week and ensure Summer Support is available every week over summer break.
- Management of intervention team outreach including text messaging, emails, phone calls, and zoom appointments.
- Facilitate team interventionists to text message all students on target database to invite them to connect with Summer Melt 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.

- Facilitate the calling or texting of community college-bound seniors who were highlighted by counselors, 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
- Ensure the Summer Melt Support team has access to *all* Naviance portals and districtwide AERIES.
- Provide tools to streamline communication and intervention support week-to-week.
- Set up common forms of contact (i.e. Summer Support email and google voice number)
- Collect and communicate end of program qualitative and quantitative data outcomes from summer melt support interventions to stakeholders.

### **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.

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[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.