



SAN MATEO UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: Newcomer (ELD) Soccer League Coordinator

REPORTS TO: Site Administrator (Bridge, CHS, HHS & SMHS)

CLASSIFICATION: CSEA Bargaining Unit

WORK YEAR: Fall/Spring Season

SALARY: \$3000 stipend for the year (\$1500 per season)

BOARD APPROVED DATE: JUNE 06, 2024

JOB SUMMARY:

Under the direction of the Manager of Multilingual Programs, the Newcomer ELD soccer league coordinator will be responsible for the organization and coordination of the Fall and Spring seasons of the Newcomer ELD soccer league. This coordinator will work with administrators and coaches from participating sites inside and outside of the district to ensure the league runs smoothly and will take the lead in communicating and resolving any issues that arise during the season.

ESSENTIAL FUNCTIONS:

1. Create the fall & spring game schedules. Communicate these with the participating sites (inside and outside of the district)
2. Work with site admin and coaches to secure fields for all games and make sure there is administrative supervision for games.
3. Coordinate with the referee association to make sure there are referees assigned to all games.
4. Coordinate and communicate with the Police Activities League (PAL) about the league.
5. Organize and implement championship game events and end of season awards (certificates and medals).
6. Facilitate one meeting at the beginning and end of the year for coaches and site admin who are overseeing the league.
7. Take the lead on communicating any issues that arise with appropriate site teams and coaches.
8. Ensure student participants are in the Newcomer ELD program.
9. Coordinate uniform ordering and distribution for all sites within the SMUHSD.
10. Work with district leaders to assess program needs, student participation requirements, and ensure support and sustainability of the program.

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 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.