



SAN MATEO UNION HIGH SCHOOL DISTRICT
CERTIFICATED DESCRIPTION

JOB TITLE: Pride Prom Coordinator

REPORTS TO: Assistant Superintendent of Curriculum & Instruction SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: School Days Only

SALARY: Stipend \$3,000

EFFECTIVE DATE: September 2024

APPROVED BY THE BOARD OF TRUSTEES: September 26, 2024

Position Overview: The Pride Prom Coordinator is responsible for organizing and executing an inclusive prom event that celebrates LGBTQ+ students. This role involves overseeing all aspects of event planning, from concept development to post-event evaluation, ensuring that the prom is a safe, welcoming, and memorable experience for all attendees.

Key Responsibilities:

1. Event Planning and Management:

- Develop and manage the overall concept and theme for the Pride Prom.
- Secure a suitable venue that is accessible and inclusive.
- Coordinate with vendors (e.g., catering, decorations, music, photographer) to ensure high-quality services that align with the event's theme and goals.
- Establish and manage a budget for the event, including fundraising and sponsorship efforts.

2. Promotion and Outreach:

- Work with the SMUHSD Communications Team to create and execute a marketing and promotion plan to raise awareness and encourage attendance.
- Engage with local LGBTQ+ organizations, schools, and communities to foster support and participation.
- Provide content for promotional materials, including flyers, social media and invitations and work with SMUHSD Communications Team on the design of visual assets.

3. Volunteer Coordination:

- Recruit, train, and manage a team of volunteers to assist with event setup, operations, and breakdown.
- Assign roles and responsibilities to ensure smooth event execution.

4. Safety and Inclusivity:

- Implement measures to ensure the safety and comfort of all attendees, including LGBTQ+ youth.
- Provide resources and support for attendees, such as gender-neutral restrooms and access to counseling services.
- Work with security personnel to maintain a secure environment.
- Manage RSVPs and approve guestlist to coordinate clearance for attendees from all local high school students within San Mateo County.
- Coordination with student services or administration teams from within SMUHSD and other county schools.

5. Post-Event Evaluation:

- Gather feedback from attendees, volunteers, and stakeholders to assess the event's success.
- Compile a report summarizing the event's outcomes, challenges, and areas for improvement.
- Provide recommendations for future Pride Prom events.

Qualifications:

- Experience in event planning, particularly with LGBTQ+ or youth-focused events.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Passion for LGBTQ+ advocacy and creating inclusive environments.
- Ability to work collaboratively with diverse groups and stakeholders.
- Flexibility and problem-solving skills to handle unexpected challenges.

Work Environment:

- This position may require evening and weekend work leading up to the event.
- Ability to travel locally to meet with vendors, visit venues, and engage with community partners.

Compensation:

- Compensation is based on experience and the specific requirements of the event.

This job description outlines the responsibilities and qualifications for a Pride Prom Coordinator, ensuring that the prom is a successful and inclusive event for all participants.

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.