



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CAREER EXPO COORDINATOR

REPORTS TO: Director of Curriculum & Assessment

SITE: District Office

CLASSIFICATION: Classified

WORK YEAR: Fall Semester

SALARY: Stipend \$4,500

EFFECTIVE DATE: November 22, 2024

APPROVED BY THE BOARD OF TRUSTEES: NOVEMBER 21, 2024

JOB SUMMARY:

Under the direct supervision of the Director of Curriculum and Assessment, the Career Expo Coordinator is responsible for organizing an annual Career Expo aimed at connecting high school students with local employers, colleges, and training programs that support post-graduation success. This role involves identifying and securing partnerships with a variety of organizations, managing all event logistics, and coordinating effectively with the District Communications Staff to promote the event across school communities. The Coordinator will serve as the main contact for participating organizations, providing essential information and ensuring a smooth event experience for all attendees. In addition, the Coordinator will facilitate communication of the event to all school sites. By fostering connections with community partners, the Career Expo Coordinator plays a vital role in helping students explore career opportunities and prepare for life after high school. This position is supported by CTE Incentive Grant Funds.

ESSENTIAL FUNCTIONS:

- Identify, recruit, and secure partnerships with local employers, colleges, training programs, and other organizations that can support high school students in post-graduation employment, education, and career opportunities.
- Develop and maintain a database of participating organizations, ensuring a diverse range of opportunities for students in various career paths.
- Coordinate all event logistics, including venue setup, scheduling, and resource allocation, to ensure a smooth and organized event experience for both participants and attendees.
- Collaborate with District Communications Staff to create and distribute communications about the Career Expo, ensuring timely and relevant information reaches students, families, and staff.
- Serve as the primary point of contact for participating organizations, providing them with event details, schedules, and requirements to enhance engagement and participation.
- Facilitate event promotion within the district, including organizing pre-event activities, managing marketing materials, and supporting outreach efforts to maximize student participation.
- Oversee day-of event operations, including managing check-in processes, troubleshooting issues, and ensuring a welcoming environment for all attendees.
- Collect feedback from participants, schools, and partners to evaluate the success of the event and identify areas for improvement in future expos.
- Maintain accurate records of event outcomes and compile data on student engagement, partner participation, and other metrics to report to district leadership.

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

Physical Demands/Working Conditions:

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- The ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in working environment

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 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.