



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: POST-HIGH SCHOOL MATRICULATION ADVISOR – I and II
REPORTS TO: Director of Curriculum & Assessment **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** Summer
SALARY: \$ 937.50 Stipend (I)
\$1,875.00 Stipend (II)

APPROVED BY THE BOARD OF TRUSTEES: October 28, 2021

EFFECTIVE DATE: June 1, 2021

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS:

- Share Senior graduation survey data with counselors, and ask them to highlight students who may need summer outreach.
- Send email 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). Send Remind.com text as well. Send Aeries announcement to all parents.
- Call or text community college-bound seniors who were highlighted by counselors, also cross-referencing with [Summer Melt Senior HUGs](#) & Naviance survey. Google Voice can be used to call **or** text students. Reach out 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.
- Call or text HUG's planning to attend 4-year colleges.

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, administrators, 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.

QUALIFICATIONS:

Education/Training/Experience (cont'd):

- 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.
- 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 shelves 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 in 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 disability to perform the above-stated essential functions. The selected employee may be required to perform other job-related tasks.

EQUAL OPPORTUNITY EMPLOYER

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

[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.

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.