



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Manager of Academic Support Programs

REPORTS TO: Director
of Curriculum and Assessment

WORK YEAR: 214 Days

SITE: District Office

SALARY: 0.4 FTE

CLASSIFICATION: Certificated Management

**APPROVED BY THE BOARD OF
TRUSTEES:** June 8, 2023

EFFECTIVE DATE: July 1, 2023

SUMMARY:

The Manager of Academic Programs oversees three important academic programs: Advancement via Individual Determination (AVID), Ethnic Studies, and Guided Studies at San Mateo Union High. This individual is responsible for serving as the AVID district director, and overseeing and coordinating the implementation of the Ethnic Studies and Guided Studies program within the district. This position involves providing instructional leadership, managing program operations, collaborating with stakeholders, and ensuring the program's success in promoting academic achievement and equity.

ESSENTIAL DUTIES:

1. Fulfill the responsibilities of AVID district director as outlined by the AVID program.
2. Establish and maintain high expectations for AVID students' achievement.
3. Provide program oversight for the 9th grade Ethnic Studies course, Advancing Ethnic Studies and other similar courses; including professional learning and aligning curriculum with course of study
4. Develop and implement course guidelines and student outcomes for the SMUHSD Guided Studies program in alignment with district goals and standards.
5. Coordinate program logistics for each of the programs; including scheduling, resource allocation, and budget management.
6. Monitor program effectiveness through data analysis, evaluation, and ongoing assessment to drive continuous improvement and support our MTSS work.
7. Stay abreast of current research, trends, and best practices related to the three academic programs; AVID, Ethnic Studies and Guided Studies.

8. Provide leadership and support to teachers and staff in implementing in each of the programs
9. Conduct regular class visits and provide feedback to teachers, promoting effective instructional strategies and culturally responsive teaching practices.
10. Work with site administrators to ensure effective implementation of courses; to support teachers as needed; and to provide relevant professional learning opportunities to grow their capacity to support the courses as well.
11. Coordinate professional development opportunities for teachers to enhance their instructional skills and content knowledge.
12. Monitor student progress, identify areas of need, and implement interventions to support academic growth and success..
13. Prepare reports, presentations, and other materials for district administrators and school board meetings.
14. Manage program budget, including tracking expenses, seeking additional funding opportunities, and ensuring fiscal responsibility.

QUALIFICATIONS:

Education/Training Experience

- Bachelor's degree in Education, Ethnic Studies, or a related field. Master's degree preferred.
- Secondary Teaching credential and at least five years of experience in K-12 education, preferably in a diverse educational setting
- Valid California Administrative Credential
- CLAD/BCLAD or equivalent
- Strong understanding of Ethnic Studies principles, culturally responsive teaching practices, and educational equity.
- Demonstrated experience in program management, including planning, implementation, and evaluation.
- Excellent leadership, communication, and interpersonal skills to effectively collaborate with diverse stakeholders.
- Knowledge of data analysis and assessment tools to inform decision-making and program improvement.
- Experience in the development and implementation of staff development and training activities
- Familiarity with AVID (Advancement Via Individual Determination)
- Ability to work independently, prioritize tasks, and manage multiple responsibilities simultaneously.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Ability to complete assignments and reports, including preparing presentation for the public, the Board of Trustees, and staff
- Ability to work and contribute to creating a performance culture and highly collaborative environment
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to promote positive staff morale
- Ability to work independently

- Ability to multi-task in a busy environment
- Ability to delegate responsibilities wisely

Desirable Skills

- Interpreting and applying principles, policies, laws, regulations, requirements, contracts and Memorandum of Understanding
- Exercising sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives, and making sound recommendations · Preparing clear, concise and competent reports, correspondence and other written materials effectively with others

Physical Demands/Working Conditions

- Ability to sit for long periods of time
- Ability to read fine print
- Ability to operate a computer keyboard
- Ability to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 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 job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

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.