



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: College and Career Readiness Coordinator
(Teacher/Counselor on Special Assignment – TOSA)

REPORTS TO: Director of Curriculum & Assessment **SITE:** All School Sites

CLASSIFICATION: Certificated **WORK YEAR:** Teacher Work Calendar
+10 Days

SALARY: 1.0 FTE Certificated Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:** August, 2021

JOB SUMMARY:

SMUHSD's **College and Career Readiness Coordinator** will lead the District's effort to evolve the preparation of ALL students for post-secondary success. This role is intended to support the District's ambitious goal to have at least 90% of its students meeting the CA College and Career Indicator by 2025. The Coordinator will work with SMUHSD Staff (school counseling, CTE teachers, Career Coordinators, College/Career and Financial Aid Advisors) and the San Mateo County Community College District to create a strong program to ensure students' college and career readiness. This position will provide coordination of SMUHSD's comprehensive School Counseling, Dual Enrollment, Career Technical Education Pathways, College and Career Advising and Work Experience programs. The common goal of each of these programs is to provide students with exposure to and planning for the vast array of post-secondary options available to them and ultimately starting on that path upon graduation. The Coordinator is expected to work in collaboration with high school administrators, District CTE faculty, high school counselors, Community College Deans, admissions and records staff, and other Community College administrators to ensure the alignment of activities and procedures intended to create and sustain a robust set of College and Career readiness initiatives across all of the District's school sites.

JOB ESSENTIAL FUNCTIONS:

1. Provides leadership, oversight and support for the District's School Counseling Council, CTE Council, CTE Career Coordinators and College/Career & Financial Aid Advisors.
2. Facilitates staff development and collaboration among SMUHSD School Counseling, CTE Career Coordinators, and College/Career and Financial Aid Advisors.
3. Represents the School Counselors and CTE Council at District Curriculum Coordinators meetings (as needed).
4. Works with the Director of Curriculum and Assessment to develop, monitor, and report on District CTE Plans including but not limited to K12-Strong Workforce Program, CTE Incentive and Perkins Grants.

5. Serves as a liaison to community college CTE and dual enrollment programs.
6. Attends workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices to CTE teachers across the District.
7. Manages and coordinates District subscriptions to Naviance, Docusign and ScheduleOnce.
8. Manages and leads school counselors around enrolling students in SMUHSD Summer opportunities. Member of the Summer School Planning team.
9. Plan and identify in consultation with community college faculty, Deans, and local high school administrators, and in alignment with DE Agreements, the most appropriate dual enrollment courses and coordinate the scheduling and delivery of such courses and related services.
10. Develops a yearly dual enrollment calendar and establishes and implements a timeline and processes for all tasks related to DE recruitment, enrollment, retention, and reporting – including dual enrollment application, testing, registration, and enrollment roster due dates.
11. Works in collaboration with the community college district to prepare and send communications to DE instructors and other stakeholders each semester, outlining dual enrollment procedures, calendar of dates and deadlines, and procedures for checking class rosters and for entering grades and attendance.
12. Maintains fall and spring semester spreadsheets of dual enrollment instructors and their classes and ensures that classes are entered into the College's Student Information System.
13. Collects, codes, and disseminates class rosters for registration of dual enrollment students each semester, and initiate drop/add/withdrawal procedures for students. Ensures students are registered in the College's Student Information System.
14. Reviews annually, programs, courses, and career pathways in collaboration with SMUHSD and community college district.
15. Assists in the coordination of the on-line application process for schools, students and parents (as needed).
16. Serves as point of contact for the Dual enrollment programs on high school campuses.

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:

- Minimum of five years high school teaching and/or school counseling experience.
- An understanding of and commitment to anti-racist practices in educational settings

- Substantial commitment to and experience facilitating high school student planning/preparation for post-secondary options (college/career)
- Experience having led formal professional development/adult learning.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Ability to work comfortably with students, staff, parents, and the community
- Ability to promptly return calls and emails, including parent emails, within 48 hours or less
- Ability to thoroughly understand school policies and procedures, and to explain them to students and parents
- Demonstrable understanding of the importance of academic planning in the context of a rigorous academic environment
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills
- Knowledgeable about course offerings, school promotion, UC/CSU and Independent College requirements and extracurricular opportunities
- Proficiency in a second language preferred
- Knowledge and experience using various technology tools and software platforms such as Canvas, Edgenuity Microsoft Office Suite including Excel; Google Drive; & Aeries Student Information System.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

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 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 any emergency.