



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: DISTRICT ETHNIC STUDIES COORDINATOR

REPORTS TO: Manager of English Learner & Academic Support Programs

CLASSIFICATION: Certificated

WORK YEAR: Teacher Work Calendar

SALARY: \$8,000 Stipend for the School Year & 5 release days

APPROVED BY THE BOARD OF TRUSTEES: April 21, 2022 **EFFECTIVE DATE:** July 1, 2022

Job Essential Functions

Under the direction of and in collaboration with the Manager of English Learner & Academic Support Programs the Ethnic Studies (ETHS) Coordinator will:

1. Support the continuous updating and submission of current Ethnic Studies (ETHS) courses of studies
2. Support the development and submission of new Ethnic Studies (ETHS) courses of studies as needed
3. Curate model lessons and collect resources for established units of study; including vetting new materials
4. Coach, support, and mentor Ethnic Studies teachers; with a focus on teachers teaching ETHS for the first time
5. Conduct classroom observations/learning walks
6. Help plan and organize ETHS professional development
7. Oversee the implementation of semester ETHS student surveys and develop executive summaries of the results

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/EXPECTATIONS:

Education/Training Experience

- Three or more years of experience teaching Ethnic Studies (preference for those who have taught both levels of the course)
- Teach an Ethnic Studies course in 22-23SY
- Have consistently attended Acosta Educational Partnership (AEP) led Ethnic Studies PD
- Committed to attending all AEP led Ethnic Studies PD; in addition to other valuable Ethnic Studies PD
- Strong knowledge of the SMUHSD ETHS Course of Study
- Experience developing and leading professional development for educators/adults
- An understanding of and commitment to *cultural proficiency*.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

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.