

SAN MATEO UNION HIGH SCHOOL DISTRICT

MEMORANDUM

TO: Board of Education
FROM: Kirk Black, Deputy Superintendent
DATE: August 11, 2022
RE: Job Description for Classified Outreach Coordinator

I. BACKGROUND

The District received a State grant to support up to 60 classified employees in the Classified Employee Teacher Preparation program through the California Commission on Teacher Credentialing. The program application included funding designated for a Classified Outreach Coordinator to assist in recruitment, outreach, and community building with classified employee participants. This position is a \$12,000 stipend position, funded entirely by the grant, and will last four years (the duration of the grant program).

II. RECOMMENDATION: REVIEW AND ACTION

Approve the [job description](#) for Classified Outreach Coordinator.