

## DELANO UNION SCHOOL DISTRICT

### COORDINATOR OF SOCIAL EMOTIONAL LEARNING (SEL)

#### JOB SUMMARY:

Under the direction of the Superintendent or administrative designee, the Coordinator of Social Emotional Learning (SEL) provides direction and coordination of the effective implementation of the district's social and emotional learning initiative by which students and staff develop fundamental emotional and social competencies and experiences to improve student learning. The Coordinator will develop, adjust, and support the SEL program; assists the Superintendent or administrative designee with other related administrative duties as assigned.

#### REQUIRED QUALIFICATIONS:

1. Credential: Current administrative services credential or Pupil Personnel Services credential; and appropriate teaching credential (multiple or single subject), or School Psychologist authorization.
2. Education: Bachelor's Degree; Master's Degree or higher in education, or related field is preferred.
3. Experience: Demonstrated successful classroom teaching experience in K-8 grades. School site (K-8) administrative experience preferred. Successful recent experience and demonstrated successful leadership skills in student support services and/or in related programs including but not limited to student attendance and conduct, school improvement, instruction, intervention, and student assistance teams. Demonstrated ability to meet the needs of a diverse student population. Ability to work with both District and site administration in implementation of Social Emotional Learning. Demonstrated ability to work cooperatively and interdependently with district and school site staff. Ability to effectively communicate both verbally and in writing.
4. Personal Qualities: Demonstrated interpersonal and organizational skills; demonstrated leadership ability and the capacity to work successfully as part of an administrative team; demonstrated commitment to positive, collaborative relationships with students, staff, parents and community; demonstrated ability to engage in secondary level behavioral monitoring and intervention in a professional, respectful, and confident manner; demonstrated commitment to student personal and academic success.

#### ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Provides direction and coordination for the effective implementation of the district's social and emotional learning initiative by which kids and adults develop fundamental emotional and social competencies and experiences.
- B. Responsible for systemic implementation of the SEL program including standards, staff development, curriculum, and surveys and develops, adapts, and supports the SEL programs.

- C. Stays current on best practices in social and emotional learning and learning differences.
- D. Assesses and verifies short-term and long-term goals of the SEL program.
- E. Consults with principals and staff concerning social emotional learning needs of students.
- F. Provides guidance on designing social emotional learning integration into the schools.
- G. Creates professional development to support the social emotional learning curriculum and instruction by using best practices, including research on learning theory and content standards.
- H. Creates and works collaboratively with other departments for the integration of district wide social and emotional learning education aligned with the district's strategic plan.
- I. Designs social and emotional learning education workshops for parents and community.
- J. Serve as a resource in identifying appropriate social emotional instructional strategies and interventions to improve learning for all students.
- K. Uses data to make decisions and adjustments to the SEL program.
- L. Assists with facilitating professional development in the areas of social emotional learning, Advancement Via Individual Determination (AVID), and other areas as assigned.
- M. Supports the implementation of the district Student Assistance Team Process with a focus on the specific learning needs of McKinney-Vento, foster youth, and chronically absent students.
- N. Participates in site Student Assistance Team meetings at each school, as needed.
- O. Performs other administrative duties as assigned by Superintendent or administrative designee.
- P. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75%              |
| 2. Occasional = 25 - 50%  | 4. Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.

- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 20 lbs.
- 1 h. Ability to carry 15 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Participates in appropriate meetings involving administration, psychologists, social workers, nurses, paraprofessionals, and other school staff.
2. Gives, understands, and carries out oral and written directions; works effectively under stress and changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of all materials.
6. Meets timelines and schedules.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Approved: May 3, 2023