

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Social and Emotional Learning Specialist (489)**

Department: Student Services: Health and Wellness FLSA Classification: Exempt

Supervisor's Title: Health and Wellness Specialist Contract: 207 Days

Original date: 02/19 Revised: 02/22 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Health and Wellness Specialist, the **Social and Emotional Learning Specialist (SEL)** will work to identify, evaluate, coordinate and support programs aimed at teaching social and emotional learning skills and prevention. The incumbent's responsibilities include, but are not limited to, prevention, evaluation, coordination with departments, support and consultation to address problems related to social and emotional health in Jordan School District.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Collaborate to support District activities relating to prevention and social and emotional health and wellness of students.
- Coordinate with the Health and Wellness Specialist, Director of Student Services, and/or other District personnel to support and implement SEL curriculum supports for students, families and schools.
- Collaborate with schools to create and share instructional materials that meet student needs more effectively.
- Support District efforts in implementing new and innovative SEL programs.
- Assist in curriculum development and alignment, academic needs assessments, and program evaluations.
- Provide leadership in the coordination of SEL events and programs.
- Stay current on SEL best practices and disseminate information on current trends and SEL research through as appropriate.
- Plan and present professional learning opportunities that supports SEL implementation.
- Encourage and support community involvement through development of programs aimed at promoting social and emotional health.
- Coordinate both day and evening workshops for parents and/or students (e.g. parenting skills, community resources, District programs, social skill development, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and District, supporting the student's educational program and social health development.
- Provide professional development on social and emotional learning and prevention programs.
- Support school principals and teachers in developing and enhancing their prevention, social and emotional learning program implementation.
- Maintain an ongoing liaison with community agencies and other resources to meet students social health needs.
- Required to travel to District schools or other locations using own transportation.
- Follow District procurement guidelines with administrative approval.
- Understand and adhere to all District policies and complete the annual crucial policy review.
- Maintain confidentiality and protect student information and records in a secure location.
- Responsibility for maintaining both State and District reporting.
- Regular attendance and punctuality at work as pre-approved by the supervisor.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires a bachelor's degree in counseling, psychology, teaching or related field. Master's degree in a related field preferred.
- Experience in an educational setting is preferred.
- Experience in social and emotional learning, anti-bullying and social health education is preferred.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking and time management skills.
- Requires the ability to implement effective treatment practices with individuals, families, and groups.
- Requires the ability to calmly handle crisis issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school/District staff, community and social agencies.
- Requires strong communication skills (oral and written) and the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.
- Required to travel to District schools and other locations using own transportation.
- Complete a background check.
- Annual JPAS Specialist performance evaluation conducted by supervisor.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the **Social Health/Anti-bullying Specialist** is constantly required to sit, speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The social worker is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation. Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*