



## **JOB DESCRIPTION**

### **Social Emotional Learning (SEL) Specialist**

**BRIEF DESCRIPTION OF POSITION:** Under the direction of the Director of Student Services and the elementary school site principal. The SEL Specialist leads and provides instruction, and educationally required counseling services to students and families that promote the acquisition of positive social skills, life skills, mental health, and growth in personal wellness. The SEL Specialist identifies emotional and social skills needs, encourages positive behavior through Social Emotional Skills training, creates and maintains effective learning environments for students, supports families and district staff by providing consultation, instruction, individual and group counseling activities.

#### **MINIMUM QUALIFICATIONS:**

- **Credential:** California Pupil Personnel Services Credential - Counseling authorizing service from Kindergarten through Grade 12.
- **Education:** An earned Pupil Personnel Services Credential and Master's Degree including all courses in order to meet credential requirements.
- **Experience:** Successful experience in providing counseling services to students and families.
- **Knowledge:** SEL, PBIS, School Based Interventions, Attendance Interventions, MTSS Framework, Restorative Practices, etc.
- **Personal Qualities:** Appearance, grooming and personality which establish a desirable example for pupils. Ability to meet district standards for physical and mental health. Proven ability to relate well with students, parents, administrators and teachers. Possess good judgment, knowledge of school and district policies, and ability to reinforce appropriate behavior in schools.
- **SUPERVISION EXERCISED OR RECEIVED:** Under the immediate supervision of the Principal or his/her designee and the Director of Student Services or his/her designee.

**SALARY AND WORK YEAR:** The assignment is a 185-day work year. Salary range \$51,609 - \$86,226 annually, based on experience.

**MAJOR DUTIES AND RESPONSIBILITIES:** See reverse side of this announcement.

**APPLICATION PROCEDURES:** Submission of the application and materials is the responsibility of the applicant.

1. Completed District Certificated Application through EdJoin at [www.edjoin.org](http://www.edjoin.org)
2. Resume summarizing educational preparation and experience.
3. Three (3) current professional letters of reference and/or university or college placement file.
4. Office transcripts of all university or college course work completed.
5. Valid credentials as specified under the head of "Minimum Qualifications" for this position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Develop and maintain intervention programs related to SEL.
2. Together with the site administrator (s), lead the implementation of the SEL program.
3. Oversee the implementation of the Tier 1, Tier 2 and Tier 3 interventions provided by the Student Services Department.
4. Be an active member of the IEP, PBIS, SST, SART/SARB, 504 and Support Teams to provide information regarding student performance; recommend goals and objectives.
5. Lead the PBIS interventions such as the Check In Check Out (CICO) program.
6. Provide individual, group, and family social emotional counseling and training services to parents, students, and educational staff.
7. Consult with parents; describe available intervention services and obtain consent when appropriate.
8. Complete and maintain confidential reports that meet legal mandates.
9. Consult with educational staff, school psychologists, Licensed Clinical Social Workers, mental health agencies and administrators regarding students' social emotional needs.
10. Support identified students and families receiving external family and community based support services.
11. Provide staff development and training specific to the areas of social emotional wellness.
12. Collaborate with LCSWs to conduct threat and suicide risk assessments.
13. Communicate and coordinate services with community-based agencies, including Mental Health, Public Health, Regional Center and Social Services.
14. Conduct student interviews, assessments, and observations.
15. Refer students to the Health Collaborative.
16. Perform other duties as assigned.

**Closing Date: Open Until Filled.**

**AN EQUAL OPPORTUNITY EMPLOYER**