

Other

Board Approved – 9/15/21

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: SEL Specialist

QUALIFICATIONS:

1. Bachelor's Degree in Social Work, Counseling, Special Education, Psychology, or a related field required
2. Child Life Specialist Certificate preferred
3. Demonstrated knowledge of laws and regulations governing special education
4. Effective problem-solving, human relations and communication skills
5. Successful experience working with families and community health and social services agencies
6. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, and other required paperwork
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
8. Knowledge on social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction

REPORTS TO: Appropriate Administrator

SUPERVISES: Not applicable

JOB GOAL: To identify social and emotional skill needs in students, and encourage positive behavior through individual instruction, small group counseling and consultation to families and school staff.

PERFORMANCE RESPONSIBILITIES:

1. Provides individual counseling to students who are experiencing social/emotional/behavioral problems that interfere with their learning or the ability of others to learn. Provides information to families and assists them in accessing long-term or intensive counseling services, as needed.
2. Provide lessons that focus on social emotional learning for a variety of ages (pre-K through 6th grade) and present those lessons to whole classrooms.
3. Develop lesson planning for small group instruction/classroom lessons that deal with subjects such as social skills, family times, mindfulness, gender issues, emotional regulation, etc.
4. Implement SEL programs and activities within designated implementation site(s) utilizing the framework of the Clayton Model and deliver evidence-based practices as outlined in the approved MOU with the NJ Department of Education. Adapt programming for changing circumstances and for virtual use, as needed.

5. Participate as requested in preliminary discussions and planning meetings with school contacts (PIRT, I&RS, 504, CST) and support the implementation of evidence-based practices designed to promote positive youth development and academic achievement.
6. Maintain detailed records of all services provided utilizing approved Record of Services template provided.
7. Assist with scheduling, facilitation and content development of professional development workshops and presentations (both in-person and virtual) for partner school staff, parents/guardians, and community members related to SEL topics.
8. Administer surveys and questionnaires to evaluate various aspects of program performance and collaborate with the Walter Rand Institute to use data to guide future programmatic efforts.
9. Work closely with schools and partner agencies to establish meaningful connections and a positive culture.
10. Always maintain professionalism and positively communicate the mission of the Clayton Model.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed in a school setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.