

## Director of SEL and MTSS

### **MINIMUM QUALIFICATIONS:**

Education: Master's degree in Education, Psychology, or related field required. Administrative Certification required.

Experience: Three (3) years teaching experience required. Prefer experience with affective education programs, social and emotional learning curriculum such as Project Achieve, Kelso's Choices, Kagan Cooperative Learning, Responsive Classroom, Second Step, etc.

### **SKILL REQUIREMENTS:**

This position requires knowledge of change theory, adult learning, and research on Social and Emotional Learning and its relationship to academic achievement; and knowledge of programs in the field such as Second Step, Responsive Classroom, Tribes, and/or School-Connect.. This position requires the ability to analyze and synthesize information to integrate Social and Emotional Learning performance standards and Social and Emotional Learning programs within all curricular areas; and ability to create and coordinate professional development for employees. Employee in this position must have strong leadership skills. This position requires the ability to communicate effectively with all levels of management in both verbal and written form, build consensus among diverse groups, establish and maintain productive working relationships with others, and build, articulate, and sustain a vision for the department and its district-wide implementation of SEL. Employee in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

### **JOB PURPOSE AND RESPONSIBILITY:**

This position oversees and directs the Austin ISD's Social and Emotional Learning Initiative. This position is responsible for working with other departments and divisions to set and achieve the vision of Whole Child, Every Child education for students in Austin ISD.

### **ESSENTIAL FUNCTIONS:**

- Chairs the Social and Emotional Learning Leadership Team.
- Conducts short term and long term planning in Social and Emotional Learning, RTI, 504, Community Support Services and Student Health Services and aligns planning to district's Strategic Plan.
- Provides leadership and training for implementation of programs.
- Develops and supervises SEL Department staff to be effective school and classroom-level coaches for the school-wide promotion of SEL.
- Consults with principals and staff concerning the needs of students.

- Leads and monitors public relations work in the area of social and emotional learning, including donor relations.
- Serves as liaison with out of school time providers and/or community agencies.
- Provides leadership for grant applications.
- Administers grants, budgetary procedures, and systems of purchasing supplies and equipment.
- Liaises with outside providers and researchers on social and emotional learning work in Austin ISD.
- Presents district programs and plans at national conferences.
- Provides mentoring support for districts beginning work in social and emotional learning.
- Monitors and evaluates program efficiency.
- Identifies, develops, or adapts appropriate materials.
- Designs and implements professional workshops and in-services to support the social and emotional learning curriculum and incorporates best practices, including research on learning theory and content standards.
- Collaborates with other district departments and divisions to achieve the goals and objectives of the district's instructional plan with incorporates the goals of the Board of Trustees.
- Collaborates with other district departments and area universities to increase pre-service knowledge of social and emotional learning.
- Collaborates with out of school time providers to align social and emotional learning programs across agencies. Works collaboratively with local and national SEL Directors.
- Engages and informs parents and families about SEL and ways to promote SEL at home.
- Hires, supervises, and evaluates highly qualified SEL staff.
- Supports implementation of RTI and 504 Services, Community Support Services and Student Health Services.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

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. Work is performed in an office setting. This position may require travel throughout the District. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the Executive Director of Academics & Social Emotional Learning (SEL) and oversees staff in the Department of SEL, Cultural Proficiency and

Inclusiveness, RTI & 504, Community Support Services and Student Health Services.  
This position provides support for one position in the Office of Program Evaluation.