

AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: SEL Specialist

Pay Grade: P6
Job Code: 2140
Revised: 1/5/11

FLSA Status: Exempt

MINIMUM QUALIFICATIONS:

This position requires a bachelor's degree in Social Work, Counseling and Guidance, Health Education, or General Education. Incumbent must have three to five years experience developing Social and Emotional Learning Programs or related experience.

SKILL REQUIREMENTS:

This position requires knowledge of social and emotional learning (SEL), knowledge of program development and coordination, implementation, and evaluation. Incumbent must have knowledge of working with grants and/or grant management. Knowledge of SEL curriculum, coordinated school health, curriculum integration, and supporting teaching and learning is important. This position requires knowledge and skill in the use of personal computers and their software. Proficient in Microsoft Word and Excel and in other computerized applications. Incumbent must have professional development experience in SEL. Incumbent must have excellent writing and speaking skills, and work cooperatively with others. Incumbent should have basic knowledge of teaching strategies.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent will be responsible for developing integrated curriculum using the core content area and special areas (Health Education, Physical Education, Fine Arts). Incumbent will be responsible for ensuring SEL standards are integrated appropriately using a defined curriculum and resource into the core content areas. Incumbent will lead professional development in the area of SEL, general information, providing campus training, and assisting the Director of SEL with district-wide SEL implementation and support.

ESSENTIAL FUNCTIONS:

- Develops, implements, and evaluates SEL programs
- Assist the SEL Director with coordinating activities, organizing training opportunities for staff and district leadership, and support the implementation of SEL across all levels.
- Coordinate meetings with campus curriculum cadres, department chairs, and similar teacher teams.
- Conduct campus district-based staff development activities.

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- Help teachers modify instructional materials to meet student needs more effectively.
- Conduct demonstration lessons.
- Observe classes and provide feedback.
- Support teachers and campuses implementing new and innovative programs.
- Assist schools in curriculum development and alignment, academic needs assessments, and program evaluations.
- Serve as liaison between teachers and administrators and specific community organizations.
- Provide leadership in the coordination of special events and programs.
- Ensure compliance with Federal, State, Local, and District policies, rules, and regulations.
- Disseminate information on current trends and research in SEL.
- Encourage teacher participation in workshops and conferences.
- Analyze data to assist teachers in integration of SEL skills into practice in the classroom.
- Assist teachers with annual work plans.
- Teach demonstration lessons in SEL and student engagement and management.
- Plan and present professional development session at campus level in SEL.
- Meet regularly with grade level teams to plan SEL integration, instruction, and intervention strategies.

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.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

This position involves working in a normal office setting with no unusual physical demands or exposure to hazardous situations. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Director of SEL.