

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

**TITLE:** Social Emotional Learning Specialist

**DEPARTMENT:** Student Services

**FLSA:** Non-Exempt

**REVISED:**

**REPORTS TO:** Student Services Director

**CLASSIFICATION:** Classified

**SALARY GRADE:** 13

**BOARD APPROVED:**

**BASIC FUNCTION:**

Provide direct and support services to enhance the social-emotional learning of students. Promote social-emotional development of all students by prevention and/or interventions of problems that interfere with the tasks of learning.

Assist in designing and implementing professional training and in-services to support the social and emotional learning for staff and parents. Utilize a layered approach of skills lessons, infusion into the curricula and classroom practices, and an environment of safety, respect, and caring which models SEL values. Collect and analyze data for program efficiency.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**ESSENTIAL DUTIES:**

Promote the integration of social and emotional learning education throughout school.

Assist in leadership and training for implementation of programs.

Consult with psychologist, counselor, behaviorist, principals and staff concerning the needs of students.

Assist in presenting social and emotional learning lessons to whole classes and small groups in accordance with curriculum identified by the district.

Refer students to outside agencies when the scope of support is beyond the role of the Social Emotional Learning Specialist.

Complete and submit to the district the required data collection for analysis of program efficiency.

In conjunction with the Student Services Director, psychologist, behaviorist, counselor and/or principal Act as a liaison with families to educate them on their children's social-emotional learning needs and interpret related family concerns to school personnel.

Assist in presenting social-emotional learning education/training for parents and community.

Assist in presenting professional development for school staff on social-emotional learning education for students and on district SEL program goals and report requirements.

Support teachers in teaching lessons from curricula by providing demonstration lessons in their classrooms, and co-facilitating lessons with the teacher.

Assist school staff in the functional analysis of student behaviors, including assisting in gathering related information from parents/guardians, under the direction of the psychologist, counselor, behaviorist and /or principal, .

Assist school staff in the development of positive behavior supports and behavior interventions plans.

Provide support to school and program-based behavior management plans.

Provide support for the staff and students in the cross categorical social emotional classrooms through the implementation of the behavior model and social skills training.

Assist school staff in the development and implementation of mainstreaming plans for students in self-contained programs for behavior considerations.

Provide support services as a part of behavior plans for individual students.

Serve on committees that provide services to students.

Serve as a member of the site crisis intervention team to assist in the management of acting-out behaviors as needed.

Provide support to other campuses in the event of traumatic events.

Maintain appropriate and required records on interactions with students and complete time sheets and backup reports as required by the district.

Perform other duties as assigned by supervisor or site administrator.

#### **MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:**

High School diploma or equivalent

Must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) Passage of a Yuba County Office of Education approved comprehensive Local Assessment Test; or 4) Passage of another district approved NCLB Local Assessment Test.

#### **EXPERIENCE AND TRAINING:**

Possession or ability to obtain a valid CPR certificate.

Possession or ability to obtain a valid Standard First Aid certificate.

#### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Proper child care techniques.

Basic Social/Emotional Learning techniques and Restorative Practice techniques.

Techniques and methods of child supervision.

Cultural and physical differences and needs of children in the assigned program.

English usage, spelling, grammar and punctuation.

**ABILITY TO:**

Learn growth and development principles of children.

Patently and effectively work with students of differing backgrounds.

Plan and deliver parent and staff training.

Possess skills in data collection, development of effective intervention plans, and implementation of positive behavior interventions and supports.

Learn basic first aid and safety requirements.

Physically perform job tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow directions and function within program policies and procedures.

**WORKING CONDITIONS:**

ENVIRONMENT: School setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

