

RIPON AREA SCHOOL DISTRICT

Job Description

Department: Elementary Schools

Job Title: Social Emotional Learning Coordinator

Qualifications:

Licensure: Teacher licensure as required by the Department of Public Instruction with additional social emotional learning training or coaching certificate preferred.

Education Level: Master's degree in an approved program that qualifies for certification with the state of Wisconsin.

Experience: A minimum of five years elementary classroom experience is preferred.

Other Requirements: Deep knowledge of the development of social emotional learning. Possess outstanding presentation and facilitation skills. Interpersonal skills (communication, problem solving, conflict management, collaboration) to share research based instructional approaches with teachers and administrators and provide advice, mentoring and coaching specifically as it related to social emotional learning.

Reports to: Elementary Principal

Job Goals: The Social Emotional Learning Coordinator will support staff in the implementation of programs to provide interventions with students struggling with interfering behaviors. The Coordinator will work directly with teachers in a school providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development. The Coordinator will focus on enhancing teachers' ability to provide instruction that builds students' social emotional learning ability and sense of engagement in the ownership of learning.

Essential Job Functions/Responsibilities:

1. Provide individualized, classroom-based and/or team-based support to implement resources and tools for social emotional learning, mental health, mindfulness, and wellbeing of students.
2. Facilitate the integration of social emotional learning and mindfulness as a regular part of a proactive classroom behavior management system to assist with instructional delivery.
3. Provide staff development on the social emotional learning program components and how it assists instructional design as it relates to meeting content and social emotional learning standards.

4. Assist and collaborate with teachers in the collection and analysis of data to improve student achievement and plan for future instruction.
5. Support the use of multiple sources of data collection to analyze barriers to student achievement and to access, identify and apply to instructional improvement.
6. Supports staff with creating and following personal self-care plans.
7. Serve as a resource in identifying appropriate instructional strategies and interventions to improve social emotional learning for all students.
8. Work with principals to create a school-wide focus on goals for social emotional learning.
9. Support the school's screening procedure, training, and data collection.
10. Participate fully in professional development opportunities and professional research and reading.
11. Serves as a positive role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
13. Performs other duties as assigned by the Principal.

Terms of Employment: The term of employment for the principals shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature _____

Date _____

Print Name _____

PHYSICAL DEMAND ADDENDUM
Social Emotional Learning Coordinator

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement.....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date