

Gridley Unified School District Job Description

JOB TITLE: Tier 2 Social-Emotional Learning (SEL) Coordinator

SALARY RANGE: 2

UNIT: Classified

REPORTS TO: Site Administrator or designee

LOCATION: School Site

BOARD APPROVED: 05/29/2024

SUMMARY: The Tier 2 Social-Emotional Learning (SEL) Coordinator is a key member of the school's support team, responsible for implementing and coordinating social-emotional learning interventions at the Tier 2 level. This role focuses on providing targeted support to students who require additional assistance in developing social and emotional skills within a K-12 educational setting. Due to the busy nature of a school site, the employee must be able to routinely work well under pressure, remain calm and tactful with students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assessment and Identification

- Collaborate with grade-level teams, School Counselor, and MTSS Tier 2 Team to conduct assessments and screenings to identify students who may benefit from Tier 2 SEL interventions.
- Collaborate with teachers, counselors, and other staff to gather data and insights into students' social-emotional needs.

Intervention Planning and Implementation

- Develop and implement Tier 2 social-emotional learning interventions for small groups of students.
- Design and deliver targeted lessons and activities to address specific social and emotional skill deficits.
- Collaborate with teachers to integrate SEL strategies into the classroom setting.

Data Monitoring and Progress Tracking

- Establish a systematic process for monitoring the progress of students participating in Tier 2 SEL interventions.
- Regularly collect and analyze data to assess the effectiveness of interventions and make data-driven adjustments as needed.

Collaboration with School Staff

- Work closely with teachers, counselors, and administrators to align Tier 2 SEL interventions with the overall school climate and culture.
- Collaborate with the Tier 1 SEL team to ensure a seamless integration of Tier 2 supports within the broader SEL framework.

Parent and Guardian Engagement

- Communicate effectively with parents and guardians to provide information about Tier 2 SEL interventions and support.
- Conduct workshops or informational sessions to involve families in reinforcing SEL skills at home.

Professional Development

- Provide training and professional development opportunities for school staff related to Tier 2 SEL strategies and interventions.
- Stay informed about current research and best practices in SEL to enhance the quality of interventions.

Documentation and Reporting

- Maintain accurate records of students participating in Tier 2 SEL interventions.
- Generate reports on the effectiveness of interventions, presenting findings to relevant stakeholders.

Other:

- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associate degree in education, counseling, psychology, or a related field. Bachelor's or master's degree preferred. Experience in implement social-emotional learning programs or interventions preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents, and other employees of the organization. Knowledge of rules governing correct grammar, spelling, and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License required by the first day of service. First Aid /CPR Certificates may be required.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Must have a strong understanding of child development, social-emotional development, and behavioral interventions as well as the Positive Behavioral Interventions and Supports (PBIS) framework. Must also have excellent communication and collaboration skills and knowledge of assessment tools and data analysis related to SEL.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear, and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.