



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	SPECIALIST SOCIAL EMOTIONAL LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4201
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership and oversees the district's Social Emotional Learning department; analyzes and synthesizes information integral to department divisions; collaborates with other District departments to achieve goals and objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and plans for district-wide implementation of Social Emotional Learning and systems to promote positive cultures and climates

Coordinates and plans for district-wide implementation of Trauma Informed Approaches to education

Conducts short term and long term planning aligning with the District's strategic plan

Supervises and supports multiple role groups to assist with implementation of the District's vision and state and federal requirements

Manages local, state and federal grants and required responsibilities relating to each grant

Provides leadership and training for implementation of programs

Communicates effectively with all District staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated

Monitors and evaluates efficiency of programs within department

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing and walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with valid Kentucky Teaching Certificate

Five (5) years of successful teaching experience

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision or Counseling

Experience in a diverse workplace

