

<b>Job Title</b>	Facilitator SEL-PBIS	<b>Job Title Code</b>	130022
<b>Reports to</b>	Director Whole Learner	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Whole Learner Support and Interventions	<b>Pay Grade</b>	105
		<b>Date Revised</b>	December 11, 2024

## Primary Purpose

Coordinate implementation process of social-emotional and academic student support initiatives. Assist the supervisor, principals, and teachers, in planning, training, implementing of social-emotional, PBIS, MTSS and academic student support initiatives. Collaborate with the Director in the planning, development, implementation, training, and evaluation of the social- emotional and academic student support framework. Provide leadership and assistance to assigned campuses to ensure initiative success and sustainability.

## Education/Certification

- Master's Degree from an accredited university
- Valid Texas Teaching Certificate

## Special Knowledge/Skills

- Strong instructional ability as a classroom teacher
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- In-depth knowledge of differentiated and scaffolded instruction in active, project/problem/ inquiry-based, computational thinking, and blended learning environments to enhance instruction
- In-depth knowledge in working with all student populations including At-Risk, English Language Learners, Special Education, Homeless, and Migrant
- Knowledge in design, development, and implementation of SEL/PBIS/MTSS to include intervention lessons
- Knowledge and understanding of flexible and personalized learning environments
- Excellent project management skills and ability to manage numerous tasks simultaneously, work under pressure, meet tight deadlines, and proactively resolve issues
- Ability to effectively lead cross-functional teams and superior community-building skills
- Ability to develop, implement, and assess policy, procedure, and practice
- Knowledge of effective school culture and climate practices
- Knowledge of effective school culture and climate practices
- Ability to engage in evaluation, research, and/or planning processes
- Ability to coach leadership and improved performance
- Strong organizational, communication, presentation, and interpersonal skills
- Strong service orientation

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Plan for and organize the delivery of the district's SEL/PBIS/MTSS/Panorama programs
2. Provide guidance and support for effective and consistent implementation of social-emotional and academic support structures throughout the district.
3. Assist schools to increase student success via SEL/PBIS/MTSS/Panorama implementation
4. Coach, support, and monitor implementation at assigned schools.

# JOB DESCRIPTION

5. Participate in development and implementation of professional learning events and production of supporting materials and resources.
6. Assist in the implementation of district and campus improvements based on needs assessments/surveys
7. Consult with principals and staff concerning program needs and strengths and provide updates to director.
8. Assess, develop, and implement the use of technology.
9. Keep informed about national, state, and district programs and trends
10. Compile and maintain records and create/present reports as assigned.
11. Establish, maintain, and comply with vendor/programmatic security procedures.
12. Provide technical assistance to schools in the collection and review of programmatic data
13. Assume responsibilities for implementing the policies and directives of the Board and TEA
14. Coordinate the monitoring and maintenance of district staff training and generate reports upon request
15. Respond to campus staff support requests in a timely manner.
16. Foster an organizational climate that is collaborative, informative, and responsive to student support needs.
17. Participate in professional development opportunities and maintain current knowledge in social-emotional learning, positive behavior interventions and support, restorative discipline practices, and educational trends.
18. Maintain current knowledge and understanding of applicable state laws and District policies.

## **Budget**

19. Develop and submit budget requests to support the SEL/PBIS/MTSS Whole Learner programs
20. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
21. Participate in the selection of all locally adopted SEL/PBIS/MTSS Whole Learner materials as assigned.
22. Demonstrate responsible fiscal control over department budget.

## **Communication and Community Relations**

23. Employ collaborative decision-making processes and fosters team building.
24. Maintain high visibility in educational community.
25. Participate in district and community activities.
26. Promote and provide information to the community regarding curriculum.
27. Establish and maintain favorable relationship with stakeholders to foster understanding and solicit support for the program.
28. Promote and communicate high expectations of teacher and student performance.
29. Interpret Board policies and administrative directives.
30. Assist and promote safety procedures in the district.
31. Serve as liaison between the campuses and the Whole Learner department.

## **Professional Growth and Development**

32. Design, develop and provide professional development to district staff and campus leaders.
33. Assist in conducting training sessions for staff.
34. Attend professional development to review state compliance requirements and/or other findings in SEL/PBIS/MTSS Whole Learner Programs.
35. Perform other duties as aligned to program funding interventions.

## **Supervisory Responsibilities**

None



# JOB DESCRIPTION

## Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

## Terms of Employment

226 days; salary to be established by Boart of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.