

Job Title:	Coordinator SEL-PBIS	Wage/Hour Status:	Exempt
Reports to:	Director Whole Learner	Pay Grade:	103
Dept./School:	Learner Support and Interventions	Date Revised:	December 9, 2022

Primary Purpose

Coordinate implementation process of social-emotional 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.

Qualifications**Education/Certification**

Bachelor's Degree from an accredited university
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of effective school culture and climate practices
- Ability to engage in evaluation, research, and/or planning processes
- Ability to coach for 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. Provide guidance and support for effective and consistent implementation of social-emotional and academic support structures throughout the district.
2. Coach, support, and monitor implementation at assigned schools.
3. Participate in development and implementation of professional learning events and production of supporting materials and resources.
4. Serve as project manager for projects assigned by director and record updates as assigned.
5. Consult with principals and staff concerning program needs and strengths and provide updates to director.
6. Respond to campus staff support requests in a timely manner.
7. Foster an organizational climate that is collaborative, informative, and responsive to student support needs.
8. Provide technical assistance to schools in the collection and review of programmatic data.
9. Participate in professional development opportunities and maintain current knowledge in social-emotional learning, positive behavior interventions and support, restorative discipline practices, and educational trends.
10. Maintain current knowledge and understanding of applicable state laws and District policies.

Supervisory Responsibilities

None

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress.

Terms of Employment

226 days; salary to be established by the Board 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 a copy

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ 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.