

Job Title:	Coordinator Early Learning	Wage/Hour Status:	Exempt
Reports to:	Executive Director Specialized Learning	Pay Grade:	103
Dept./School:	Specialized Learning Services	Date Revised:	November 7, 2022

Primary Purpose

Support and collaborate with District personnel and external stakeholders in District-wide implementation and training of social-emotional learning (SEL) by creating and sustaining a SEL family engagement curriculum that empower parents to reinforce SEL instruction in the home environment.

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Ability to communicate effectively with diverse stakeholders in both oral and written forms
- Knowledge of effective school culture and climate practices
- Knowledge of curriculum development and adult learning theory
- 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. Lead the development, maintenance and evaluation of a culturally responsive District SEL family engagement curriculum and resources.
2. Conduct monthly workshops to empower parents and student family members to reinforce school-wide implementation of SEL, and related initiatives, in the home environment.
3. Participate in development and implementation of SEL-related professional learning events and production of supporting materials and resources for District staff.
4. Assist school administrators in establishing two-way communication between school and family to ensure coordinated efforts to support student SEL development.
5. Coach, support and monitor SEL family and community engagement implementation and communication efforts at assigned schools.
6. Serve as project manager for projects assigned by executive director and record updates, as assigned.
7. Consult with principals and staff concerning program needs and strengths, and provide updates and potential solutions to SEL Director and Executive Director.
8. Respond to campus staff support requests in a timely manner.
9. Foster an organizational climate that is collaborative, informative, and responsive to student support needs.
10. Provide technical assistance to schools in the collection and review of programmatic data.
11. Participate in professional development opportunities and engage in self-directed study to maintain current knowledge research and best practices in social-emotional learning, school culture and climate and family engagement.
12. 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: _____

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, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.