



Position Title: Director of Social and Emotional Learning
Reports to: Senior Director of Student Support Services
Days/Hours: 8:00 am – 5:00 pm, Monday - Friday
Prepared by: Tony Walker

Department: Student Support
Location: CMO
FLSA Status: Exempt
Prepared Date: 04/02/2018

Mission Statement

Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY

The Director of Social and Emotional Learning will set the vision and direction of student-facing Social and Emotional Learning (SEL) at Uplift Education. This position will supervise SEL projects such as centralized trainings and SEL curriculum and programs, while maximizing organizational learning on related best practices. The Director of Social and Emotional Learning will also directly manage relationships with key SEL stakeholders such as campus and CMO leadership and community partners.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Supervises programs, projects, and strategy related to student-facing Social and Emotional Learning, including managing related external partners and collaborating with internal team in program/project management and development.
- Directs vision for student-facing SEL experiences across Uplift Education, including strategic planning to support strong execution in International Baccalaureate schools
- Supports implementation of SEL programming across Uplift campuses by providing necessary tools, training, and regular cycle of observation and feedback
- Researches, develops, and refines standards for SEL that span grades K-12 and show the evolution of student SEL traits over time
- In collaboration with the Talent Development team, plans, designs, and leads SEL-related professional development for leaders and teachers
- Provides coaching support to campus leadership and other staff to improve student SEL experiences and school climate and culture
- Manages and evaluates external partnerships related to student SEL experiences and develops additional opportunities for new organizational relationships
- Seeks out and manages SEL-related grant opportunities
- Collaborates with Student Support colleagues and other CMO leaders to ensure a consistent high-quality SEL experience for all stakeholders
- Administers, collects, and analyzes SEL related surveys and data
- Acts as subject matter expert on SEL issues, including articulating trends in SEL research and best practices, networking with other SEL experts, and sharing Uplift's knowledge and practices with the broader SEL community
- Collaborates with the Curriculum team to infuse SEL skills and content into existing course structures
- Conducts formal evaluation of SEL programs to understand the impact on scholar culture and academic outcomes and to determine appropriate adjustments

Other Responsibilities

- Facilitates specific projects as determined by Uplift Leadership
- Collaborates with peers, teachers, non-instructional staff, and administrators
- Complies with all network and campus routines, board policies and federal and state laws
- Demonstrates and models professional demeanor, resourcefulness and effective communication strategies with diverse groups
- Works independently without day-to-day supervision, maintaining regular and punctual attendance in the workplace.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

COMPETENCIES

To perform the job successfully, competitive applicants should demonstrate the following competencies:

- Demonstrated belief in scholars and Uplift's mission
- Track record of driving results
- Perseverance in the face of challenges and adaptability
- Strong critical thinking skills
- Ability to influence and motivate others in adopting preferred instructional approaches
- Strong organizational abilities and ability to meet deadlines and to share these skill sets with others
- Desire to work relentlessly in pursuit of our mission
- High expectations for students and families in low-income communities
- Understanding and knowledge of curriculum, instruction, and assessment.
- Working knowledge of content and methodology across grade levels
- Capable of instructing, motivating, and managing teachers, coaches, and a team.
- Exceptional organizational, communication, and interpersonal skills.
- Strong knowledge base in Social and Emotional Learning strategies and best practices.
- Proven history of successful program development and management

QUALIFICATIONS

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

Minimum of Bachelor's Degree from an accredited college or university required, with concentration in a related field of study. Applicants should have a minimum of five (5) years' professional experience in an SEL-related field. Master's Degree or higher in Education, Counseling, or Educational Administration preferred with specific experience in developing and leading Social and Emotional Learning programs.

Experience coordinating student support programs centrally, in developing related processes and systems, and in providing related trainings to professional staff. Experience in establishing and managing external organizational partnerships and relationships.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, analyze and apply common sense to understand and to carry out instructions in written or oral form. Ability to communicate effectively with all levels of personnel, students, and parents required.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draws valid conclusions
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to apply common sense understanding to carry out a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Microsoft Office applications and ability to learn and use computer software as necessary. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES

Every employee of the School has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

PHYSICAL / MENTAL 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. Employee must be able to maintain emotional control under stress. Occasional prolonged and irregular hours will be necessary.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand, walk, and use stairs. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and 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. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

OTHER QUALIFICATIONS

Criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS

Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee's Signature: _____

Date: _____

Supervisor/Witness: _____

Date: _____