

## SOUTHWEST LICKING LOCAL SCHOOL DISTRICT

### JOB DESCRIPTION

**Title:** Social and Emotional Learning Provider

**Reports To:** Assigned administrator/supervisor

**Job Objective:** Identifies social and emotional needs of students and provides intervention to support growth in these areas

#### Minimum Qualifications:

- Holds a valid Ohio Education Administration certificate
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

#### Essential Functions:

- 1. Assesses the social emotional needs of students related to learning and improves the Functions: lines of communication between home, school and community. Helps develop intervention plans to prevent/remediate identified concerns.**
  - Evaluates student needs. Assists with program planning. Designs/implements programs to improve school success for all students. Communicates regularly with school administrators.
  - Contributes to the development of dropout prevention, re-entry and school completion programs. Collaborates with staff to identify students struggling with academic and/or social-emotional issues.
  - Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Documents observations of students in school settings.
  - Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
  - Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
  - Facilitates student meetings (e.g., grief/loss, stress/anger management, etc.).

- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Helps the evaluation team assess student performance. Recommends services relevant to needs.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Acts in accordance with the Licensure Code of Professional Conduct for Ohio Educators.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures. Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

**3. Maintains open and effective communications. Serves as a reliable information resource.**

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.
- Working Safety is essential to job performance. Employees must comply with applicable workplace safety conditions: regulations, health laws and district protocols, if duties involve any the following situations:
  - Encounters with angry, rude and/or unpleasant individuals.
  - Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
  - Exposure to blood-borne pathogens and/or communicable diseases.
  - Exposure to weather conditions and/or temperature extremes.
  - Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
  - Operating and/or riding in a vehicle. Working in or near vehicular traffic.
  - Performing difficult tasks that require dexterity, physical strength and stamina.
  - Traveling to meetings and work assignments.
  - Working at heights, in confined spaces and/or under diminished lighting.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and Current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.