



Social Emotional Learning Teacher Job Description

Reports to: Elementary Principal

FLSA Status: PT, Non-Exempt

Coordinates with: All Principals

Department: Elementary

Spiritual Qualifications

- A believer in Jesus Christ and have a lifestyle that reflects a maturity and intimacy with God.
- To carry out the school's mission to "*Equip students with skills for life and faith for eternity*".

Professional Qualifications

- BS or BA from accredited college
- Minimum of 5 years' experience in social emotional learning preferred
- Master's Degree in related field a plus

Program & Job Summary

The SEEK (***Socially Emotionally Equipping Kids***) Program is a SEL based program. The program offers a systematic developmental approach for enhancing social and emotional understanding in children. The program teacher is a knowledgeable resource and provides direction, coordination, strategies, theories, techniques, and methods for the effective implementation of the schools learning initiative by which children and adults develop fundamental emotional and social competencies and experiences.

Skills and Abilities

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|------------------------------------|---|-----------------|
| ✓ Strong interpersonal skills | ✓ Empowerment & Leadership | ✓ Multi-tasker |
| ✓ Extremely organized | ✓ Proficient in MS Word, Excel | ✓ Very Flexible |
| ✓ Work collaboratively with others | ✓ Stays current on learning differences | |

Essential Duties

- Consults with principals and staff concerning social emotional learning needs of students.
- Create and provide instruction to develop skills in self-control, emotional understanding, positive self-esteem, relationships, and interpersonal problem solving.
- Creates professional development to support the SEL learning curriculum and instruction by using best practices, including research on learning theory and content standards.
- Meets with parents of social emotional children to provide strategies to help their child learn.
- Assess and verify the short-term and long-term goals of the SEEK Program.
- Use data to make decisions and adjustments to the SEEK Program.
- Empower the children to learn and believe, "*I can manage myself.*"
- Teach classes as needed.
- Enter all lessons plans, lessons, and grades on RenWeb in a timely manner.
- Work collaboratively with other teachers to provide individualized support for each student.
- Maintain confidentiality.
- Attend and participate in scheduled activities i.e., chapels, in-service, committees, and Teacher/Parent meetings.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the community.
- Adhere to all policies set forth in the Employee Handbook and Parent/Student Handbook.
- Performs other related duties as assigned by administrator or supervisor.

Work Schedule: 10 months, 25 hours per week, Monday through Friday, or as required to full-fill the duties of the position. Attendance at school functions may also be expected.

Working Conditions: Ability to communicate effectively (verbal and written), interpret policy and procedures, perform light physical labor including lifting, bending, and reaching.