

Job Description

READINGTON TOWNSHIP BOARD OF EDUCATION

**Teacher Coordinator - Educational
2411 Teacher Coordinator (SEL Program)
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JOB TITLE: Teacher Coordinator (SEL Program)

REPORTS TO: Superintendent

NATURE AND SCOPE OF JOB:

This position will require an individual to have a keen understanding of areas related to Social and Emotional Learning Initiatives (SEL) suitable for grades K-8 and have the ability to coordinate programs associated with SEL. The successful candidate will have experience developing and implementing lessons in a classroom setting related to SEL. The individual will also possess the skills to address the following areas related to Social and Emotional Learning: writing curriculum; providing workshops for teachers and parents; serving as a resource for students, staff, administrators and parents; and having a visionary outlook for a district-wide Social and Emotional Learning program.

QUALIFICATIONS:

The Teacher Coordinator (SEL Program) shall:

1. hold a Master's Degree from an accredited college or university.
Supervisory/Principal certification preferred;
2. possess a passion for the development and implementation of SEL initiatives in school settings;
3. demonstrate good communication skills with K-8 students as well as adults;
4. demonstrate excellent leadership and organizational skills and the ability to motivate people;

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5. collect data (inclusive of anecdotal notes) and analyze them to drive future instruction and to assist the coordination/enrichment of the district's SEL Program;
6. be capable and experienced in writing curriculum;
7. demonstrate a good rapport with colleagues, administrators, parents and students;
8. demonstrate creativity and a focused vision;
9. possess an eagerness to learn and be willing to attend out of district workshops and conferences;
10. continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
11. possess and exhibit good listening skills;
12. demonstrate a knowledge and an understanding of child growth and development, effective instructional strategies, and classroom management;
13. have experience supporting staff members in a variety of ways;
14. demonstrate flexibility and a sense of calm under pressure;
15. hold an administrative certificate or be enrolled in an educational leadership program from an accredited college or university;
16. certifications in kids and adult yoga are recommended;
17. meet all governmental and Readington Township certification and application requirements;

18. meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable;
19. demonstrate the ability to communicate effectively in English, both orally and in writing;
20. must hold a valid New Jersey Teaching certification;
21. hold a valid New Jersey driver's license with no serious violations.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Teacher Coordinator (SEL Program) shall:

1. work cooperatively and collectively with principals, staff and supervisors to ensure that instructional programs and services related to SEL are coordinated in the schools uniformly and equitably;
2. mentor teachers in character education concepts;
3. teach lessons for students in grades K-8 and model lessons for staff in grades K-8;
4. create grade-level appropriate videos in the areas of SEL to be used in school and at home;
5. team-teach with teachers to address and identify behavioral needs;
6. write SEL curriculum;
7. communicate and collaborate with board members, administrators, staff, students and parents in various settings such as faculty meetings, in-service days, board meetings, teacher academies;

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8. provide resources for board members, administrators, staff, students and parents;
9. teach workshops related to SEL (Teacher Academies, Curriculum Days);
10. observe and, when necessary, consult with teachers regarding strategies to use in their classroom throughout the school day;
11. attend workshops and conferences for continuing education in the areas of SEL;
12. collect data (inclusive of anecdotal notes) and analyze them to drive future instruction and to assist the coordination/enrichment of the district's SEL Program;
13. demonstrate experience using google and its many features and applications to coordinate program initiatives;
14. head assemblies or find assembly topics related to SEL.

TERMS OF EMPLOYMENT:

The Teacher Coordinator (SEL Program) shall be employed under the following items:

1. work year is established as a twelve (12) position;
2. salary, benefits and leave time as specified in the negotiated agreement;
3. conditions established by laws and codes of the State; and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

EVALUATION: The Superintendent shall evaluate the Teacher Coordinator (SEL Program) in accordance with Policy No. 3223, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: