

## **Killeen Independent School District Job Description**

**Job Title:** Social and Emotional Learning Specialist  
**Reports to:** Principal and/or Assistant Principal  
**Fund:** State Comp Ed/166  
**Pay Grade:** AP3

### **SUMMARY**

Provides supplemental social and emotional services related to the academic and social needs of identified At-Risk and educationally disadvantaged students in order to increase the capacity so that students benefit from the instructional program, meet state academic standards, graduate, and achieve postsecondary goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following:

Assists in the successful implementation of the school's At-Risk program and supports the achievement of At-Risk students.

Collaborates with administration and the school counselor in the coordination and implementation of the campus social and emotional learning program that addresses At-Risk students' educational, career, and social and emotional development.

Incorporates emerging and best practices research on Social Emotional Learning.

Supports the campus by planning, organizing, implementing, and delivering program activities to improve At-Risk students' Intrapersonal Effectiveness, Interpersonal Effectiveness, Personal Health and Safety and Post-Secondary Planning and Readiness.

Assists At-Risk students and their parents or guardians in monitoring their academic, career, personal and social emotional development as they progress in school.

Delivers classroom activities using effective instructional skills and intentionally planned, structured group sessions for At-Risk students based on campus needs.

Implements the individual student planning component by guiding At-Risk individuals and groups of At-Risk students, and parents or guardians, through the development of educational plans.

Participates in staff development and continuing education opportunities to improve job-related skills and research to identify best practices in implementing an At-Risk program.

Collaborates with the educational team, parents, and community agencies to facilitate the At-Risk students' academic, emotional and social potential.

Performs supplemental services to help At-Risk students resolve personal, emotional, and social problems that interfere with adjustments to school.

Serves as a consultant to teachers of At-Risk students who conduct lessons based on the schools'/districts' guidance curriculum.

Clearly articulates and communicates the social, emotional, and academic competencies to administration, faculty, parents, and the community.

Acts as an At-Risk student advocate, leader, collaborator, and systems change agent.

Conducts an annual needs assessment of the campus At-Risk program.

Provides parent and staff training and consultation to foster At-Risk student educational, career, personal and social development.

Demonstrates professional and responsible work habits.

Uses professional written and oral communication and interpersonal skills.

Performs other supplemental duties related to At-Risk students as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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.

### **EDUCATION and/or EXPERIENCE**

Master's degree in counseling, marriage and family therapy, psychology, social work, or related field is required. One year of experience working with school-age students or in an educational setting preferred.

OR

Bachelor's degree in social work or related field, and three years of social work experience or three years of experience working with school-age students required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

School counselor certificate or license in a behavioral health profession (i.e., Licensed Social Worker, Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Counselor, School Psychologist). All licenses must be issued by the State of Texas and must be active.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret educational periodicals, professional journals, educational procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, students, community and general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

**Tools/Equipment Used:** Personal computer (PC) and peripherals; standard instructional equipment; requires considerable close-up work with computer video displays.

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside, may work outside, occasional district-wide travel to multiple campuses as assigned

**Vision:** Close vision, distance vision and the ability to adjust focus

**Communication:** Regularly required to talk and hear

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

**Revised Date:** March 02, 2023

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.