



Social Emotional Learning Staff (SELS) *Job Description*

Team Member:		Supervisor:	Charlie Jennings, ED Jackie Anderson, PD
FLSA (Exempt/Non-Exempt):	Non-Exempt	Position(full- or part-time)	Part-Time
Location:	ORYDS Kansas City, KS	Travel Required:	None
Hours:	Tuesdays & Thursday 4PM to 8PM	Supervises:	None
Last Updated (date & by):	08.29.23 Jennings	Other:	N/A

Department: Curriculum, Instruction and Professional Development

Responsibilities for SELS:

Facilitate students' social emotional education by:

- Able to analyze and evaluate data to inform work and decision making,
- Assess students to develop and implement a team strategy to address any needs and to support the student achievement,
- Intervene as needed with students during Lift Them Up programming,
- Identify needs and provide resources for students and their families to create an action plan to receive additional services such as therapy, case management, testing, etc.,
- Prepare lesson materials for social emotional learning,
- Implement group social emotional curriculum for participating students for 15-30 minutes prior to their tutoring sessions,
- Evaluate and give feedback to students, families, staff and volunteers as needed,
- Exercise open and respectful communication with families, co-workers, supervisors, and other school staff/volunteers,
- Communicate high expectations to all learners,
- Incorporate appropriate use of technology,
- Measure progress and accomplishments of students towards their social emotional achievements on a regular basis and provide progress reports as required,
- Create and keep records on participating, incidents, interventions and other noteworthy events in accordance with guidelines and program policies,
- Manage student behavior in accordance with outlined guidelines,
- Provide a safe, thriving, and respectful environment for all students in tutoring and on the school campus,
- Implement COVID-19 procedures and protocols with consistency,
- Mentor students in character strength guidelines as outlined by programming,

- Supports the continuum of mental health services, including prevention and tiered intervention strategies, and collaborates with both school-based and community mental health providers to enhance student success,
- And any other required tasks for the position.

Qualifications for SELS:

- Bachelor's degree from an accredited university in a social science or teaching field, (psychology, social work, counseling, teaching, sociology, criminology, etc.,
- 1 year or more of school counseling, counseling children, teaching, case management, group leader, or similar experience providing social-emotional education to children,
- Highly developed oral and written communication skills,
- Ability to build relationships effectively and professionally with families and students,
- Experience developing and implementing curriculum,
- Demonstrated experience and/or training in current techniques and skills in teaching corresponding levels of students,
- Physically able to handle frequent sitting, stooping, bending, pushing, pulling, walking, and moving throughout the campus,
- Able to create a positive, inviting, and safe learning environment,
- And proven ability to maintain a safe and student tutoring environment.

Preferred Qualifications for SELS:

- Master's Degree or higher in Guidance and Counseling, Counseling, Social Work,
- Kansas Department of Education certified school counselor,
- 3 years or more experience in school counseling and/or other forms of social emotional education provision,
- Experience with ORYDS Summer Enrichment Program,
- Counseling experience in urban schools and working with underserved populations,
- Counseling experience with trauma informed practices.

Pay and Benefits:

- SELS will be paid \$25/hour.
- They will work from 4PM to 8PM, Tuesdays and Thursday during the Kansas City, KS, School year.
- Programming will continue during school breaks and holidays with the exception of winter/Christmas break and summer break as well as any federally recognized holidays. A schedule will be provided each semester for staff, volunteers, students, and their families.
- For more information, please see Lift Them Up Policy and Procedure Manual.