

## Union Public Schools Job Description

**Job Title:** Director of Hope, Counseling and Social Emotional Learning  
**Department:** Teaching and Learning  
**Reports to:** Assistant Superintendent

**FLSA Designation:** Exempt

**SUMMARY:** Leads the Counseling and Social Emotional Learning Team. Develops and oversees the districts systems, strategies and curriculum associated with social emotional learning. Duties will include planning, development, implementation, maintenance, and execution of programs related to the social, emotional, and behavioral learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Oversee the district's social emotional learning program, strategies and support systems.
- Develop and refine SEL curriculum for the district.
- Provide staff development and training related to SEL practices.
- Develop evidence based interventions to effect positive social, emotional, and behavioral changes in students.
- Assist in the development of districtwide SEL initiatives.
- Collaborate with administration, counselors and teachers to support schools in SEL framework implementation and address SEL awareness.
- Review and report on student behavior data
- Act as a liaison to outside mental health providers
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Oversee Social Emotional Learning team.

**QUALIFICATIONS REQUIREMENTS:** *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's required; Master's degree preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma teaching certificate or counseling designation.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical

operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. 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.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.