



**Job Title:** SEL Continuous Improvement Coordinator

**Department:** Student and Family Support Services

**Reports To:** Director of Student Engagement

**Grade:** BG-04

**Number of Days:** 12 Months

**Security Access:** District

**Current Date:** July 31, 2017

**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Oversees and directs the district's SEL Initiative and will work with other departments and divisions to implement systemic SEL for Tulsa Public Schools. Aligns SEL between in-school and out-of-school time.

**Minimum Qualifications:**

- Bachelor's degree in Education with teacher's certification or relatable degree.
- Knowledge of instructional practices that promote supportive learning environments and SEL.

- Understands youth development in-school and out-of-school settings.
- Understands trust building skills and demonstrates respectful professional relationships with in-school and out-of-school time faculty/staff.
- Strong analytical, time management, organizational and interpersonal skills.
- Flexibility to adjust as position develops.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Cultural competency and knowledge of equity relating to school culture and climate. Model SEL best practices.
- Observe and document school and classroom climate and culture relating to development of SEL.
- Assist the Student Engagement Director with coordinating activities, organizing PD for staff and district leadership, and support the implementation of SEL across all levels.
- Provide support to in-school and out-of-school time faculty/staff for best practices to promote SEL, establish supportive learning environments, and develop supportive classroom management practices.
- Provide periodic reports/updates to district and OSTI leadership.
- Facilitate monthly meeting with SEL Site Champions.
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to engage a variety of stakeholders.
- Ability to work independently and in a collaborative work environment.
- Strong interpersonal skills and ability to create trusting relationships.
- Commitment to self-reflection and on-going learning.
- Ability to use MS Office and Google Drive.

**Supervisory Responsibility:**

- SEL Site Champions (year one)
- Alignment Specialist (year two)
- Two Alignment Specialists (year three)

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Able to lift 30lbs.
- Able to site for long periods of time.
- Travel as necessary to various school sites and community partner organizations.
- Must possess a valid U.S. driver's license and permanent use of an automobile that is properly insured.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities

and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.