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| Job Title: | Social and Emotional Learning (SEL) Program Specialist |
| Department: | Education |
| Position Reports to: | Program Director |
| FLSA Status (Exempt or Non-exempt): | Exempt |

Position Summary:

The role of the Social and Emotional Learning (SEL) Program Specialist is to support and coach teachers and other school or program staff using high-quality evidence-based programming to the community using an array of best-practices identified by Frameworks of Tampa Bay, Inc. The SEL Program Specialist also develops a positive school community with teachers, administrators, and parents through networking, training, and delivering presentations.

Essential Functions:

- Implement programming for youth according to the Frameworks of Tampa Bay Inc. standards.
- Coordinate and enhance existing curricula to best meet the needs of the program participants.
- Work closely with schools and partner agencies to establish meaningful connections and a positive culture.
- Provide coaching support to teachers, administrators, and other school staff related to evidence-based program implementation.
- Develop, plan, and facilitate workshops and presentations for parents, school faculty and staff, and community members.
- Support all staff and programs as needed.
- Administer surveys and questionnaires to evaluate various aspects of program performance.
- Assist with the marketing of youth SEL programs and seek new as well as maintain existing community partnerships.

Additional Responsibilities:

- Continuous working knowledge of the research on social and emotional learning.
- All other duties as required.

Knowledge, Skills and Abilities:

- *Math, Reading, Written Communication, Oral Communication and Reasoning Ability* – college level ability
- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;
- Ability to be self-managed but work well to support a team effort;
- Work well under time constraints, and in stressful conditions;
- Excellent communication skills; verbal and written;
- Efficient time management and prioritization;
- High-energy, caring, self-starter, innovative.

Education/Training:

- Minimum Bachelor’s degree in education, training, public or mental health administration/mgmt., or other related experience.

- Strong organization, oral and written communication skills and the ability to work effectively and collaboratively as a team member;
- Knowledgeable and experienced in Word, Excel and PowerPoint.

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. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Travel - will require travel up to 25%
- Valid State Driver's License.
- Must pass background and fingerprinting check as well as drug test.

Supervision/Contacts:

- Receives direct supervision from the Program Director, and indirect supervision from the Executive Director.
- Daily contact with Framework's employees and management.
- Regular contact with board members, volunteers, donors and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.
Job duties are subject to change with or without notice based on business needs.