



# **SOCIAL EMOTIONAL LEARNING COORDINATOR**

Urban Academy of Greater Pittsburgh

**TITLE:** Social Emotional Learning Coordinator

**REPORTS TO:** Vice Principal / Director of Student Affairs

**JOB FUNCTION:** The Social-Emotional Learning (SEL) Coordinator will collaborate with the dean of culture, school social worker, programs coordinator, and student success advisors as a member of the Student Affairs Team. They are responsible for developing, implementing, and supporting school-wide SEL initiatives that foster students' social, emotional, and behavioral growth. This role ensures that SEL strategies are integrated into classroom instruction, school culture, and student support systems, creating a positive and inclusive learning environment.

The SEL Coordinator works closely with teachers, staff, students, and families to equip students with skills in self-awareness, emotional regulation, responsible decision-making, relationship-building, and social awareness. Additionally, this individual assists in morning circles, healing circles, and mediations, ensuring that SEL practices are effectively implemented to support student well-being.

## **DUTIES and RESPONSIBILITIES**

### **Program Development & Implementation**

- Assist in the implementation of a comprehensive SEL framework aligned with Urban Academy's mission.
- Support teachers in delivering morning circles that incorporate the school's SEL curriculum.
- Facilitate and assist in healing circles and mediation sessions to promote conflict resolution and emotional well-being.
- Collaborate with school leaders to ensure SEL practices align with behavior management and school climate goals.
- Manage Weekly Gathering, ensuring that weekly topics are discussed and implemented into classrooms to reinforce SEL principles.

### **Student Support & Intervention**

- Lead small group and one-on-one SEL interventions for students needing additional social-emotional support.
- Work with the Student Affairs and Instructional Leadership teams to reinforce positive behavior interventions.
- Guide students in developing emotional regulation, conflict resolution, and coping strategies.

### **Staff Training & Collaboration**

- Provide professional development for teachers and staff on implementing SEL strategies in the classroom.
- Offer coaching to teachers on effectively integrating SEL into daily instruction and classroom management.
- Collaborate with the Vice Principal and school leadership to align SEL initiatives with school-wide goals.

### **Family & Community Engagement**

- Partner with families to provide resources and workshops on SEL strategies for home use.
- Build relationships with community organizations to expand SEL programming and mental health resources.
- Serve as a liaison between families, teachers, and support staff to promote student well-being.



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### **Data Collection & Evaluation**

- Monitor and assess the effectiveness of SEL programs, using student progress and feedback.
- Provide insights and recommendations to leadership based on SEL-related data.
- Adjust programming and interventions based on ongoing assessments of student needs.

### **KNOWLEDGE, SKILLS and ABILITIES**

- Strong organizational and project management skills.
- Ability to build relationships with students, families, staff, and community partners.
- Excellent communication and leadership skills.
- Ability to manage multiple programs and events simultaneously.
- Knowledge of best practices for student enrichment, leadership programs, and family engagement.
- Expertise in social-emotional learning (SEL) frameworks, behavior interventions, and trauma-informed practices.
- Understanding of restorative justice and conflict resolution strategies.
- Ability to analyze student behavior data and adjust SEL programming accordingly.
- Experience leading professional development and coaching staff on SEL integration.

### **EDUCATION and EXPERIENCE**

The Social Emotional Learning Coordinator should possess at least a Bachelor's degree in Education, Counseling, Psychology, Social Work, or a related field. Previous experience in SEL frameworks, behavior interventions, or student support services is preferred.

### **URBAN ACADEMY STATEMENT**

Urban Academy will be a model for Urban education, and the strategic combination of academic excellence, cultural relevance, and broad educational access.

### **SALARY**

Salary range begins \$45,000 annually and varies based on experience.