

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Social Emotional Teacher Leader	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	820/830
Dept./School:	Campus	Date Revised:	6/07/18

Primary Purpose:

Establish a safe and socially/emotionally healthy environment at school for students and staff. Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's Degree

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

At least one year of student teaching or approved internship

Prior classroom or special education experience (preferred)

Major Responsibilities and Duties:

Students:

Focus on identifying underlying causes and needs that are disrupting a student's learning

Develop and support character leadership, self-regulation and social skills with students using research-based practices and supporting curriculum resources

Develop conflict resolution and mentoring of students

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Build strong 1-1 relationships with identified students– ex. eating lunch, playing at recess, interest inventories, therapy dog

Create a purpose for students – a sense of belonging, helping other students, peer tutoring

Create success plans to remind them of their goals, check on students during the course of the day to keep them on track, and reflect with them at end of day

Work with students to set goals, build self-esteem, and reflect on choices and consequences

Model in the context of the classroom

Reinforce AVID strategies

Help student build a growth mindset

Teaching community service and doing for others

Staff Support:

Works collaboratively in both the general education and special education setting in order to support the teacher with a student’s emotional or behavioral needs

Work as an instructional coach, providing timely training to teachers who need support by building strong relationships and strategies for engaging students

Collaborate with administration, counselors, and grade level teachers in order to identify and support the social emotional/behavioral needs of students

Model effective strategies for communication, de-escalation, and engagement in the context of the classroom

Develop success plans specific to students including consistent rewards

Provide Community Circle lesson plans for classroom teachers

Develop and provide appropriate manipulatives and classroom resources for teachers related to social emotional learning

Review and update the school’s Positive Behavior Support (PBS) plan

Communication:

Establish and maintain open lines of communication with students and their parents, principals and other colleagues

Use acceptable communication skills to present information accurately and clearly

Keep the principal fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used

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Professional Growth and Development:

Attend and participate in staff meetings, committee meetings, and work sessions as required by the principal

Compile, maintain, and file all physical and electronic reports, records, and other documents as required

Promote professional improvement through reading educational journals and books, exploring educational research, enrolling in college courses, participating in staff development activities, and membership in professional organizations

Follow attendance policy as assigned by supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Perform other functions that may be assigned by the Administration and/or supervisor

Policy Implementation:

Uphold and enforce school rules, administrative regulations, district philosophy, board policies, and present subject matter according to established guidelines

Keep informed of and comply with state, district, and school regulations and policies for classroom teachers

Compile, maintain, and file all reports, records, and other documents required

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; interpret policy and maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 06-07-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration

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and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____