Social and Emotional Learning Instructional Specialist Job Description

The Chicago Public Schools (CPS) has set ambitious goals to ensure that every child—in every school and every neighborhood—has access to a world-class learning experience from birth, resulting in graduation from high school college- and career-ready.

The Social and Emotional Learning (SEL) Instructional Specialist is a full-time position based in the Office of Social and Emotional Learning (OSEL). The SEL Instructional Specialist will provide on-site coaching, technical assistance, and professional learning opportunities for teachers and instructional staff in 5-10 high-needs schools. The SEL Instructional Specialist is charged with improving classroom instructional practices in ways that enhance students’ social and emotional development.

The SEL Instructional Specialist will be held accountable for the following responsibilities:

- Consult with Network SEL Specialists and school-based Leadership Teams to identify priorities, develop action plans, and monitor progress at 5-10 prioritized schools;
- Provide individualized, classroom-based coaching to support teachers in implementing best practices to promote SEL, establishing supportive learning environments, and developing supportive classroom management practices.
- Model best practices and teach sample lessons when appropriate:
- Plan design, and lead ongoing professional learning opportunities to improve instruction for SEL;
- Provide regular updates to OSEL leadership and network staff regarding progress at each school;
- Participate in a bi-weekly professional learning community led by the Office of Social & Emotional Learning to build capacity and facilitate learning across networks.

In order to be successful and achieve the above responsibilities, the SEL Instructional Specialist must possess the following qualifications:

**Type of Education Required:**
Master’s Degree strongly preferred in Education or a related field.

**Type of Experience and Number of Years:**
- Experience (3-5 years minimum) working in or with an urban education system with a focus on social, emotional, and behavioral supports strongly preferred
- Classroom teaching experience (3-5 years minimum)
- Experience providing coaching and technical assistance to peer and non-peer audiences
- Experience in a High School setting strongly preferred
Knowledge, Skills, and Abilities:

- Deep knowledge of instructional practices that promote supportive learning environments and build social and emotional skills
- Familiarity with ISBE SEL Standards and evidence-based approaches for SEL in the classroom (e.g. Second Step, PATHS, Advisory, Facing History and Ourselves, Responsive Classroom, Developmental Designs, CHAMPS, etc.)
- Knowledge of best practices in Multi-Tiered Systems of Support to meet students’ social and emotional needs
- Knowledge of adult learning styles and best practices for coaching and providing feedback
- Ability to develop respectful professional relationships, build trust with teachers
- Cultural competency and ability to navigate and promote sensitivity with issues of race and equity
- Ability to coordinate and collaborate with diverse groups of professionals across multiple departments and organizations
- Experience coordinating and delivering professional development for a variety of internal and external stakeholders
- Skilled multi-tasker and excellent time manager; ability to effectively achieve multiple goals and manage multiple projects simultaneously
- Strong analytical, time management, organizational and interpersonal skills
- Passion and urgency for the critical role of SEL for improving the lives of students and families in Chicago
- Proficiency in MS Office Suite (e.g., Outlook, Word, Excel and Powerpoint) and Google Drive

Other Requirements:

- Ability to travel between multiple school sites
- Must possess a valid U.S. Driver’s License. If selected, must have permanent use of an automobile that is properly insured