Tier 1 Social and Emotional Learning 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 Tier 1 Social and Emotional Learning (SEL) Specialist is a full-time position based in the Office of Social and Emotional Learning (OSEL), reporting to the Tier 1 Manager. The Specialist will be charged with guiding the implementation of all the strategies included in the district’s Tier 1 Social & Emotional Learning strategy with a specialized focus on effective classroom management, SEL instruction, tier 1 teaming structures and improving school climate. This will include identifying best and promising practices and developing the systems necessary for those practices to be implemented with fidelity around CPS. This will also include developing systems to measure impact on desired student and school outcomes and collaborating with city and community partners to improve reach and impact.

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

- Develop capacity of networks, schools and/or community partners to ensure high fidelity delivery of evidence-based or promising practices, including training, documentation, technical assistance, evaluation and continuous improvement planning. Coordinate and collaborate cross-departmentally to facilitate consistent use of effective strategies with students and schools.
- Design, deliver, and coordinate with partner agencies to provide high-quality professional learning opportunities to key district, network and school stakeholders to support implementation of SEL practices. Monitor and assess the effectiveness of professional development,
- Develop the tools and processes necessary for networks or other staff to monitor the fidelity of implementation of evidence-based or promising practices. This will include training on and technical assistance with monitoring processes, as well as consistently sharing process and outcome data across the district to drive continuous improvement and replication.
- Coordinate the implementation of federal, state, or other grants, including ensuring strategy implementation, following up with school stakeholders, assisting with data collection and reporting, and problem solving as needed.
- Seek continuous improvement of own knowledge base and practice, and other duties as assigned.
- Leverage the knowledge base within CPS, other school systems and other settings where strategies are used and/or researched to improve implementation and monitoring across CPS networks and schools; collate and apply that knowledge base to improve effectiveness of implementation and student outcomes within CPS.
In order to be successful and achieve the above responsibilities, the Tier 1 SEL 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 evidence-based and promising practices for developing students’ social and emotional competencies, building relationships between school stakeholders, and increasing student engagement.
- 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 designing professional learning, coaching, and providing feedback
- Ability to develop respectful professional relationships, build trust with teachers
- Ability to collect and analyze implementation and outcome data to support continuous improvement
- 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