

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Social and Emotional Learning	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated/Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	5061	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Office of Innovation	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Chief of Staff, Office of Innovation	<b>CABINET APPROVAL:</b>	

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**BASIC FUNCTION:**

The Director of Social and Emotional Learning oversees and directs the district’s Social and Emotional Learning Initiative and will work with other departments and divisions to set the vision for the SEL. Position reports to the Chief of Staff, Office of Innovation.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

- Chairs the Social and Emotional Learning Leadership Team. **E**
- Conducts short term and long term planning in Social and Emotional Learning and aligns planning to district's Strategic Plan. **E**
- Provides leadership and training for implementation of programs. **E**
- Consults with principals and staff concerning the needs of students. **E**
- Administers grants, budgetary procedures and systems of purchasing supplies and equipment. **E**
- Monitors and evaluates program efficiency. **E**
- Identifies, develops, or adapts appropriate supplement SEL materials. **E**
- Designs and implements professional workshops and in-services to support the social and emotional learning curriculum and incorporates best practices, including research on learning theory and content standards. **E**
- Collaborates with other district departments and divisions to achieve the goals and objectives of the district’s strategic plan. **E**
- Works collaboratively with other local and national SEL Directors. **E**
- Promote the integration of social and emotional learning education throughout school. **E**
- Present social and emotional learning lessons to whole classes and small groups in accordance with curriculum identified by the district. **E**
- Provide social and emotional learning education and trainings for parents and community. **E**
- Present professional development for school staff on social and emotional learning education for students and on district SEL program goals and report requirements. **E**
- Perform related duties as assigned.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in education or a related field, and four years increasingly responsible administrative or supervisory experience. Advance degree preferred. Preference will be given to persons with additional experience in a school system in an administrative, supervisory, or specialist capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, provide personal automobile; Administrative Services Credential preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Social and Emotional Learning research, evaluation, strategies, theories, techniques, and methods of instruction.

Five Social and Emotional Learning Core Competencies.

Curriculum development and training.

Planning and conducting meetings; and facilitation and training methodologies.

Staff development presentation techniques.

Culture, life styles, and educational and social needs of ethnic minority students and children of poverty.

Budget preparation and control.

California Education Code, Board Policies and Regulations, and Administrative Regulations.

Current and applicable laws, codes, regulations, policies, and procedures.

School district organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, direct, and provide administrative leadership focused on Social and Emotional Learning.

Develop and provided social and emotional learning education and training programs for parents and community.

Establish and maintain effective working relationships with staff, parents, and the public.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**APPROVALS:**

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Kenneth Forrest, Chief Business Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date