

Job Description

Position: Social Emotional Learning Program Coordinator

About Shady Lane

At Shady Lane, making a difference in a child's life is at the core of everything we do. For the past 55 years, Shady Lane has been focused on providing high quality education to children from all backgrounds. Diversity, equity and inclusion continue to be key components of our mission, and we are proud of our work providing a high-quality early learning experience to a mixed-income, ethnically diverse population of families.

The Role

Since 2017, Shady Lane has partnered with a university partner to develop and implement a school-wide social-emotional curriculum and tiered approach to behavioral health for all students, and today serves as a regional leader in the implementation of social-emotional learning in early childhood. Shady Lane has earned the prestigious Four Stars designation by PA Keystone Stars and is NAEYC- accredited. The Social Emotional Learning Program Coordinator is responsible for reimagining Shady Lane's Social Emotional Learning Program (SELP) in conjunction with the Executive Director. Responsibilities and duties include, but are not limited to the following functions:

Program Development

- Re-establish tiered approach to behavioral health
- Develop/Facilitate preventive practices for staff
- Develop/Facilitate referral process for appropriate students

Stakeholder Engagement

- Communicate with families and teachers for assessments, resources, and referrals
- Coordinate and collaborate with outside service providers/organizations
- Schedule and lead monthly meetings with families, providers, teachers, and those involved in the care of the children in the program

- Designs social emotional learning education for families
- Communicates with the Director of Education Programs, teachers, and families concerning social emotional learning needs of students
- Conducts classroom visits and observations and provides timely feedback and support to teachers

Program Management

- Track and update records for all children enrolled in SELP
- Schedule and lead monthly meetings with SELP team to review cases and programming
- Supervise positive behavior specialist(s)
- Assesses short-term and long-term goals of SELP

Professional Development

- Develop/Facilitate with ongoing training and knowledge-building for all staff regarding behavioral health practices and social emotional learning
- Provide research and resources for families to support specific needs of students
- Stay current on best practices in social emotional learning and uses data to make decisions and adjustments to SELP

Knowledge, Skills, and Abilities

- Experience as an early childhood coordinator, special education coordinator, elementary administrator, or student case manager required
- Experience with curriculum planning, staff training, supervision, and parent support required
- Excellent verbal and written communication skills with students, staff, and families from diverse cultural, social, economic, and educational backgrounds
- Strong computer/technology skills
- Experience designing and delivering professional development

Essential Duties:

Work onsite and have flexibility with workday up to 6:00, save for special events

Qualifications

The SELP Coordinator shall have one of the following combinations of education and experience:

- A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, plus 1 year of experience with children; or
- A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education,

elementary education or the human services field, plus 2 years of experience with children

Clearances and Trainings

- Current state and federal clearances.
- Current First Aid and CPR training.
- Pre-employment physical and TB screening.
- Updated COVID-19 vaccinations

Salary

\$40,000 annual

Benefits

- UPMC health insurance
- Vision coverage
- Dental coverage
- Life Insurance
- Paid Time Off
- 401(K) matching (optional)

Send resume and cover letter to Dr. Ken Lockette, Executive Director, at klockette@shadylane.org