

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

**CONSULTANT AND GRANT SPECIALIST – SOCIAL
EMOTIONAL LEARNING**

JOB GOAL

To provide expertise in Social Emotional Learning (SEL) and implement approved grant projects.

QUALIFICATIONS

1. Valid New Jersey Educational Services Certification.
2. Minimum experience as determined by the Board of Education.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assist with Social Emotional Learning Programs, including but not limited to Senior Mentoring, Freshmen Seminar and Peer Leadership.
2. Collaboration with program lead and classroom teachers as scheduled.
3. Prepare and present for identified classes regarding social emotional learning skills and practices.
4. Participate in the recruitment process for student mentors.
5. Plan and facilitate Summer Mentor Training.
6. Plan and participate in SEL Related Activities and Events, including but not limited to organizing transportation if needed, order supplies and refreshments, schedule field trips, creating and distributing promotional materials and confirming facility usage.
7. Plan, obtain, distribute and document student recognition awards and incentives.
8. Coach mentors regarding social emotional issues with mentees and intervene with family, including making referrals for support services, as needed.
9. Grant budget management, including but not limited to creating purchase orders.
10. Collaborate with BOE (Accounts Payable) for accounting needs (purchase orders, paying invoices, reimbursing Colt Connection for items that were purchased of costs fronted).
11. Communicate Social Emotional Learning updates through a SEL Newsletter at agreed upon schedule.
12. Collaborate with Special Projects Coordinator to complete grant proposals, including but not limited to gathering data, connecting with school, agency, and community partners.
13. Collaborate with Special Projects Coordinator to complete reports for SEL grants, including but not limited to submitting of itemized budget for grant line items.
14. Collaborate with Social Emotional Learning Team on district-wide activities & ways to involve sending districts.
15. Adheres to the policies, regulations and procedures of the Board of Education.
16. Performs other duties within the scope of his/her employment and certification as may be assigned.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, managerial skills in grant writing, implementation, and reporting.

2. Understanding of Social Emotional Learning, Peer Mentoring, and Counseling.
3. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
4. Ability to maintain and analyze a program budget.
5. Attention to detail with a focus on thoroughness and quality.
6. High integrity and ethical standards.
7. Knowledge of computer and software programs.
8. Regular participation of scheduled activities including summer days, daytime and evening events.
9. Prolonged periods sitting at a desk and working on a computer.
10. Ability to attend and preside over meetings.
11. Ability to traverse school facility and grounds.

REPORTS TO

School Administrator Overseeing Social Emotional Learning Grant(s).

TERMS OF EMPLOYMENT

Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with state law and provisions of the Board of Education's policy on evaluation of certified staff.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **March 25, 2021**

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
<u>N.J.S.A.</u>	18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.A.C.</u>	6A:32-2.1	Student Records