

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

SECRETARIAL & CLERICAL  
4739 Social Emotional Learning (SEL) Data  
Strategist  
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**JOB TITLE:** Social Emotional Learning (SEL) Data Strategist

**REPORTS TO:** Supervisor of Social Emotional Learning (SEL) Programming

### NATURE AND SCOPE OF JOB:

The SEL data strategist, you will empower stakeholders throughout the district to take a data-driven approach to whole child education. The SEL Data Strategist will play an essential role in planning and leading the district's data collection, analysis, and reporting systems related to ongoing social-emotional learning programs and services. The SEL data strategist will work in close collaboration with the research and evaluation team, along with the Supervisor of SEL.

### QUALIFICATIONS:

The Social Emotional Learning (SEL) Data Strategist shall:

1. Hold a bachelor's degree or higher from an accredited college or university.
2. Additional training in the role of improving school climate and culture, SEL, data collection, data analysis, and data reporting preferred.
3. Be able to effectively use technology including, but not limited to technology for scanning, test scoring, surveying, graphing, presentation of data, database programs, and statistical packages.
4. Demonstrates the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent experience in working with students, adults, teachers, parents, and community members.
7. Demonstrate knowledge and understanding of the components for a comprehensive SEL program, child growth and development, behavioral and mental health, substance use, and the resources available in the school and community.
8. Have excellent integrity and demonstrate good morals character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff administration, parents, and the community.

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10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate, acceptable, and legal.

### VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations.
4. Official College Transcripts.
5. Employment interview.

### EMPLOYMENT TERMS:

The Social Emotional Learning (SEL) Data Strategist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, or hourly wage, benefits, and leave time as specified in the Non-Bargaining Agreement.

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3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### JOB FUNCTIONS AND RESPONSIBILITIES:

The Social Emotional Learning (SEL) Data Strategist shall:

1. Maintain database files and retrieve data to prepare reports.
2. Partner with district administration and building leaders to align SEL goals to district priorities and ensure a cohesive approach to recording SEL data.
3. Progress monitor and improve the implementation of district and school-level social and emotional supports using data from SEL platform.
4. In-depth knowledge of data collection databases and resources such as Excel, Google Sheets, etc.
5. Assist the Supervisor of SEL on a continuing basis in the development of school level assessments and surveys.
6. Assist in the development of training workshops and related materials for the District staff based on data analysis.
7. Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school.
8. Attend required staff meetings and serve, as appropriate, on staff committees.
9. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
10. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
11. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Perform any duties that are within the scope of employment and certifications, as assigned by the District Superintendent and/or designees and not otherwise prohibited by law or regulation.



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13. Attend Board Meetings when required to present data and reports related to SEL.
14. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job this staff member shall:

1. Use strength to lift items needed to perform the function of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION

The Supervisor of SEL or designee shall evaluate the Social Emotional Learning (SEL) Data Strategist accordance with Policy No. 3223, and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date