



EMPLOYEE NAME: _____

Revised: 5/95; 2/96; 3/01; 7/06; 10/07; 9/08; 10/12; 4/13.
10/13; 4/14; 6/18; 7/19; 01/22 ;5/22

JOB DESCRIPTION

POSITION TITLE: Specialist, Wellness	JOB CODE: 347A (Certified) 347B (Classified)
DIVISION: Academics	SALARY SCHEDULE: Prevention/Intervention Schedule
DEPARTMENT: Student Assistance Programs	WORKDAYS: 198
REPORTS TO: Supervisor, Positive School Culture Support	PAY GRADE: NZ00 and Degree Level
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provide support and training for district wide emotional learning programs and efforts.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Mental Health/Counseling Certification/License (valid Georgia certification in school counseling; or valid Georgia certification in school psychology desired)
3.	Experience: 3 years of school or mental health experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organizational leadership and public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works with local schools to analyze student data, identify priorities, develop action plans, and monitor progress of SEL implementation.
3.	Provides ongoing training, on-site coaching, and technical assistance to schools in social emotional learning and other school culture initiatives.
4.	Collaborates with members of the Student Assistance Programs team to support equity practices throughout the district.
5.	Collaborates with local school teams in development of practices to support the social emotional health of students through Multi-Tiered Systems of Support.
6.	Provides professional learning to schools to enhance the fidelity and sustainability of SEL and school climate/culture practices.
7.	Works with local schools to plan and support in providing programs for parents on social emotional development.
8.	Collects and analyzes outcome data for schools implementing SEL initiatives or other school culture initiatives to determine trends and future directions of SEL.
9.	Creates and disseminates communications appropriate for newsletters, websites, and social media posts.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee

Date _____

Signature of Supervisor

Date _____