



Social Emotional Learning Coordinator Job Description

Elm City Montessori School, launched in August 2014, is New Haven's first public Montessori school. We currently serve approximately 300 students between the ages of 3 and 13. New Haven, Connecticut is a thriving arts, cultural, and education hub, located in the center of a growing community of public Montessori schools.

About the Position: This is a 10 month, full-time position. As part of the SEL and Student Support Teams will be responsible for planning social emotional learning. This person reports to the Principal and coordinates with Guides, Assistants, Student Support and Social Worker, and focuses their work with students in grades 4 - 8.

Required Qualifications: Applicant must have a BA and a minimum of 2-3 years of professional and lived experience in a school or related environment. Experience working with students in grades 4 - 8, an understanding of and passion for social emotional learning, and experience with family partnerships.

Preferred Qualifications: The ideal applicant is well-organized, positive, proactive, and motivated. They are familiar with the Montessori Method of education, has strong communication skills, has coached and managed teams, and possesses a strong desire to involve families in their children's education. Bilingual (Spanish) is preferred.

Key Components of the Position:

- Planning and managing support plans for students
- Coordinating with leadership, staff, and parents to support students
- Planning and facilitating restorative processes
- Supporting social emotional learning for staff through coaching and professional learning

Areas of Responsibility

Children

- Review referral data, history and work with Student Support Team to plan supports for children.
- Support Principal in maintaining accurate records in accordance with State and District regulations and legal requirements
- Work with Principal to share progress reports about students with staff, parents, and leadership team
- Plans and facilitates restorative practices with children proactively and based on need

Families

- Maintain regular communication with parents, email, phone, meetings, and progress reports
- Partner with parents in understanding and supporting educational supports and objectives
- Document communication and planning with parents and share with leadership team

Staff

- Participates in coaching through observation and data collection from Guides, Montessori Coach and Social Worker
- Help plan SEL Team, Coach, Social Worker and Leadership to plan for professional learning
- Monitor and support Guides and Assistants in implementation of supports for children and outreach to families

Climate/Safety

- Support healthy classroom environments and school policies to create a safe and focused learning environment
- Collaborate with Principal and to support individual students and school environment
- Support the implementation of SEL Skills for children and in classrooms
- Plans and facilitates restorative circles in classrooms

Community

- Participate in outreach events (Including Family Conferences(if needed), Orientations, Open House, and 6 additional Family Events)
- Represent the school at meetings, events, conferences focused on social-emotional learning
- Provides assigned duties during the week and substitute coverage as needed

Collaboration and Professional Learning

- Communicates and interacts regularly and appropriately with students, faculty, staff and administration, maintaining positive relationships
- Meets regularly with classroom team, engaging in planning of activities
- Attends and actively participates in all required professional learning and events including work with Social Emotional Learning, Academics, and ABAR

Compensation: \$45,000. Medical, vision and dental benefits available.

To Apply: Interested applicants may fill out ECMS Employment Application: [ECMS common job application form](#). Interviews begin Wednesday, August 28th, 2024.

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