



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	MTSS Social Emotional Learning (SEL) Program Lead	Work Year:	205	Reports to:	Deputy Superintendent, Learning Support Services
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Primary Function:

The MTSS Social Emotional Learning (SEL) Program Lead plays a vital leadership role in advancing a districtwide Multi-Tiered System of Supports (MTSS) through the integration of high-quality social-emotional learning, mental health services, and wellness initiatives. This position serves as a key liaison between district leadership, school site counselors, community partners, and third-party service providers to ensure the delivery of coordinated, effective, and culturally responsive support systems for students.

The Program Lead is responsible for overseeing SEL programming and crisis response systems, supporting grant-funded projects and billing practices, and ensuring that all licensed professionals meet compliance requirements. The role also includes direct support to school counselors, coordination with outside agencies (such as Care Solace), and leadership of the districtwide SEL Committee and site based SEL Leads.

Essential Job Functions:

- ❖ Provide districtwide leadership in the design, implementation, and evaluation of SEL programming across all MTSS tiers.
- ❖ Support and supervise school-based counselors in the integration of SEL and mental health supports.
- ❖ Lead and coordinate the District SEL Committee and facilitate regular collaboration with site based SEL Leads.
- ❖ Collaborate with external agencies and third-party providers (e.g., Care Solace) to enhance mental health supports and streamline service access.
- ❖ Develop and implement SEL curricula, program frameworks, and professional development aligned with evidence-based practices.
- ❖ Support the design and delivery of SEL-related crisis response protocols and systems.
- ❖ Manage grant-funded projects including reporting, accountability, and oversight of billing procedures and documentation.
- ❖ Oversee credentialing, medical licensing compliance, and scope of practice verification for licensed mental health providers and clinical interns.
- ❖ Assist in analyzing and using student data to inform programming decisions and monitor SEL-related outcomes.
- ❖ Participate in the development and monitoring of budgets related to SEL and wellness programming.
- ❖ Collaborate with site and district administrators to align SEL programming with district goals, policies, and initiatives.
- ❖ Represent the district in county-level or interagency SEL, wellness, or MTSS-related workgroups as assigned.

Other Job Functions:

- ❖ Monitor the effectiveness of interventions and supports in collaboration with school site team and Learning Support Services.

- ❖ Perform required data collection and evaluation; prepare and present written and oral reports to district and partners.
- ❖ Coordinate and participate in parent and community engagement initiatives, with a specific focus on engaging underserved/marginalized families.

Education and Experience:

- ❖ Bachelor's degree from an accredited university in education, social work, health, or related field. Master's degree preferred.
- ❖ Experience coordinating comprehensive program activities in a school/academic setting is preferred. Valid California Pupil Personnel Services (PPS) Credential (School Counseling, School Psychology, or Social Work).
- ❖ Administrative Services Credential preferred but not required.
- ❖ At least 3 years of experience in school-based mental health, SEL implementation, or MTSS leadership.
- ❖ Experience working with or overseeing grant-funded programs, including billing and documentation practices is preferred.
- ❖ Demonstrated ability to lead committees, facilitate professional development, and manage cross-site initiatives.
- ❖ Knowledge of trauma-informed practices, culturally responsive SEL frameworks, and crisis response protocols.
- ❖ Strong collaboration, communication, and organizational skills.

Skills, Knowledge and/or Abilities Required:

- ❖ Demonstrated ability to collect, interpret, and analyze data from a variety of sources, evaluate that data, and make recommendations based on evaluation.
- ❖ Excellent interpersonal and communication skills (verbal & written), including active listening.
- ❖ Knowledge of community resources.
- ❖ Able to build and lead high-functioning teams and facilitate groups.
- ❖ Experience in supervision of PPS staff or clinical interns.
- ❖ Understanding of billing systems related to Medi-Cal or other school-based mental health services.
- ❖ Knowledge of credentialing/licensing requirements for mental health professionals.
- ❖ Background in program development, monitoring, and evaluation.

Licenses, Certifications:

- ❖ Valid California driver's license and provide personal automobile.
- ❖ Possession of a California Credential in teaching and/or with Specialization in Pupil Personnel Services (Counseling, Psychology, or Social Worker) required.
- ❖ Specific languages and District Primary Language Assessment may be required.
- ❖ Must be available to work designated evenings and/or some Saturdays when leading and supporting community outreach events.
- ❖ Administrative credential preferred but not required.

ADA Requirements:

- ❖ Must have the ability to stand, walk, lift objects (up to 25lbs), push, pull, drag and grasp objects.
- ❖ Hearing and speaking to exchange information and make presentations.
- ❖ Seeing to read a variety of materials.
- ❖ Sitting or standing for extended periods of time.