



**JOB DESCRIPTION:**

Title : Program Specialist & Coordinator (Socioemotional Learning Skills & Life Skills)

Reports to: Shereen Wong (Head of Primary Education)

Classification: Project Contract – 2 years

Dignity is searching for a passionate individual who has the desire to make difference in the development and education of children and youth, specifically in the area of developing and implementing social and emotional skills.

Dignity believes in holistic education that meets the needs of the mind, the heart as well as the body. Thus, we are seeking an individual with competencies in program development and program implementation for Dignity’s Social Emotional Learning (SEL) program. This position serves to drive Dignity’s vision in further developing quality education for the disadvantaged and improving their life chances of success through nurturing socioemotional learning skills.

**About the position**

The SEL Program team will consist of two staff members (Program Specialist and Coordinator; Program Developer).

The Program Specialist and Coordinator will provide direction and coordination for the effective implementation of the school’s social and emotional learning initiative by which kids and adults develop fundamental emotional and social competencies and experiences. The Coordinator will develop, adapt, and support the secondary SEL programs within the schools and provide leadership for work to build and deepen a positive school climate and culture by training teachers and leadership teams on the core understanding of the five core competencies: Self-Awareness, Self-Management, Social Awareness, Relationships Skills, and Responsible Decision making.

The Program Developer will work together with the Program Specialist and Coordinator, Dignity’s existing Wellness and Mental Health Unit, as well as the Education departments to collate and create suitable SEL materials, and running workshops for children, teachers and the refugee/B40 community.

Both individuals will also work together with Dignity’s Research Coordinator to run baseline, midline and end-line evaluation research to demonstrate the impact of SEL on students.

Retired teachers encouraged to apply. Knowledge of SEL an asset.

**Responsibilities of Program Specialist and Coordinator:**

1. The Program Specialist and Coordinator will be responsible for systemic implementation of the SEL program including standards, staff development, curriculum, and assessment.
2. Creates professional development for teaching and non-teaching staff school wide, to support the social emotional learning curriculum and instruction by using best practices, including research on learning theory and content standards.
3. Provide coaching support to teachers, administrators, and other school staff related to social and emotional learning evidence-based program implementation by modeling, co-leading, observing, teaching how to use data, incorporating best practice strategies, and providing feedback.
4. Develop, plan, and facilitate workshops and presentations for school faculty and staff, parents and community members related to social and emotional learning topics.
5. Designing and maintaining an SEL evaluation plan for the school through data collection and analysis, administration of surveys etc, to evaluate various aspects of program performance and use data to guide future programmatic efforts.
6. Assist with the marketing of youth social and emotional learning programs, and seek new, as well as maintain existing, community partnerships.
7. Designs social and emotional learning education workshops for parents and community (or supports educators to do so).
8. Identify organizational operational issues and suggest possible improvements.
9. Monitoring SEL project progress according to set timelines for program funder and assessing and verifying short-term and long-term goals of the SEL program.
10. Maintain professionalism at all times and positively communicate the mission of Frameworks and its staff.
11. Continuous working knowledge of the research on social and emotional learning.
12. Performs other duties as assigned by appropriate administrator.

**Requirements:**

1. Bachelor's Degree required
2. Teaching certifications and experience in teaching or leadership
3. Has experience in program development and research skills
4. Possesses strong interpersonal skills and the ability to create productive and healthy relationships.
5. Ability to work independently but works collaboratively to support team efforts and can take directions from others
6. Excellent communication skills, verbal and written
7. Efficient time management and prioritization; able to work in high paced school environment
8. High energy, caring, self-starter, creative

**Technical Competency Requirements:**

1. Computer competency, including proficiency in Microsoft Word, Excel and Powerpoint.

**Other desired competencies**

1. Familiarity with community work principles
2. Curriculum designing or writing

**Physical Requirements / Work Environment**

1. Work is normally performed in a typical school/office environment
2. Travel will be required when participating in youth workshops or camps outstation
3. Occasional night and weekend work schedules during workshops

To apply, kindly send your resume and CV to [christina@dignityforchildren.org](mailto:christina@dignityforchildren.org)