



Frameworks

Job Title:	SEL Administrator
Department:	Education
Position Reports to:	Chief Program Officer
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The role of the SEL Administrator is to provide administrative and organizational support to the Education Team members by coordinating, planning, and scheduling program services as outlined with program partners. These responsibilities include, but are not limited to, coordinating professional development details, planning for deliverable line items in collaboration with Education Team Members, serving as secondary support for training and workshop events, and scheduling services and supports for the organization to make progress towards its strategic plan. This position is responsible for supporting all members of the Education Team with documentation and maintaining detailed records of services provided to report programming impact accurately and efficiently. As needed, the SEL Administrator supports designated partner schools and community programs in facilitating services for additional initiatives. This position reports to the Chief Program Officer.

Administrative Support:

- Participate, as requested, in planning sessions for all programming partnerships.
- In collaboration with Education Team members, assist in coordinating services outlined in deliverables for community programs, schools, and various initiative partners, and support in maintaining detailed records of all services provided utilizing approved Record of Services template provided by Frameworks of Tampa Bay, Inc.
- Responsible as contact for, and process of, ordering all program materials as outlined in deliverables and requested by the Education Team.
- Collect, create, and adapt resources for program partnerships specific for educators, community programs, direct service with students, professional development trainings, and parent workshops.
- Responsible for scheduling all virtual trainings for the Education Team, sharing information through calendar invite, and adapting electronic flyers for programming sent to administration as well as organizing training materials. Responsible for all professional development data across the Education Team on calendar and excel training calendar document. Create reflection surveys in Survey Monkey, and share results with the Education Team for training summaries, document attendance for scorecard, upload recording if needed, coordinate back up tech staff member or participate as backup/on call tech support.
- Act as DESSA account manager. Responsible for setting up pre/mid/post assessments and supporting the Education Team in obtaining all assessment from administrative point of view to include working with all program partners by preparing student, adult, and staff systems for collecting necessary data, as outlined in approved deliverables.
- Support district-wide initiatives, in collaboration with Chief Program Officer and designated Education Team members.
- Facilitate and coordinate process for creating end-of-year summary reports, utilizing detailed record of services and scorecard information maintained throughout the school year and collaborating with all members of the organization to accurately document the work and impact completed by Frameworks.



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- Responsible for scorecard data as pulled from record of services and professional development calendar on monthly basis.
- Work closely with partner agencies to establish meaningful connections and a positive culture through supportive relationship building.
- Responsible for oversight of community newsletter process; providing reminders of dates due, inputting content into Canva, sharing final documents for review, sending for translation when needed, and sharing final copies (English and Spanish) with all staff.
- Contact staff representative for all Spanish translation written services as identified by the Education Team to include the process of sending content, receiving invoices, and ensuring payment. For training facilitation, coordinate with Spanish instructor when requested by the Education Team. Follow through includes reflection survey results, invoicing, and payment.
- Support the Chief Program Officer with deliverables process from an administrative lens, including the MOU process and utilizing DocuSign.

SEL Programming Cross Training:

- Research and create resources and information as requested by the Education Team to meet deliverables of resource support and coaching with programs.
- Acquire cross training in SEL-ect School training/support through partnering/shadowing Education Team members.
- Acquire cross training on facilitation of virtual professional development by Education Team members.
- Participate as back up tech support for Teens In Action™ (TIA) virtual workshops. Review content in advance of workshop with TIA Community Programs Specialist to confirm facilitation details.
- Support program expansion of Teens in Action™ recruitment.
- Support all Frameworks staff, programs, projects, and events as needed in a positive and respectful manner.
- Always maintain professionalism and positively communicate the mission of Frameworks.

Additional Responsibilities:

- Continue to advance working knowledge of the research and current trends of SEL.
- Continue to advance working knowledge of coaching techniques, methodologies, and trends.
- Actively participate in Annual Campaign, promoting awareness of SEL and Frameworks.
- All other duties as required.

Knowledge, Skills, and Abilities:

- Math, reading, written communication, oral communication and reasoning ability - college level ability;
- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;
- Ability to be self-managed but work well to support a team effort;
- Work well under time constraints, and in stressful conditions;
- Excellent communication skills; verbal and written;
- Efficient time management and prioritization;
- Demonstrate initiative, innovative, and goal oriented work ethic.



Education/Training:

- Minimum Bachelor’s degree in education, training, public or mental health administration/mgmt., or other related experience. Supporting parents and families experience highly preferred.
- Strong organization, oral and written communication skills, and the ability to work effectively and collaboratively as a team member.
- Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar.
- Bilingual ability a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Local travel - will require travel up to 15%.
- Valid state driver’s license.
- Must pass background and fingerprinting check as well as drug test.

Supervision/Contacts:

- Receives direct supervision from the Chief Program Officer.
- Daily contact with Frameworks’ employees and management.
- Regular contact with Board members, volunteers, donors, and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books, and automobile. Option for remote work when applicable and discussed with supervisor.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.

Job duties are subject to change with or without notice based on business needs.



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I certify that I have reviewed and understand all the requirements of performing this job and that I can meet each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, without prior notice.

Employee Name (Printed)

Date

Employee Signature

Date

Supervisor Signature

Date

Chief Executive Officer Signature

Date