

Middle School Program Manager

Reports to: Director of Educational Program Innovation

Status: Full-Time, Exempt

Founded in 1920, Momentous Institute is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Comprehensive therapeutic services annually offered to over 5,500 children and family members focus on building and repairing social emotional health, so families can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

This position will innovate and have impact at the intersection of education and mental health by promoting social emotional learning practices in middle schools, on par with rigorous academics. The Middle School Program Manager will work in partnership with fellow Innovation & Impact team members and other staff to contribute to the development and delivery of program and training content, specifically for students in grades 6-8. In addition, the Middle School Program Manager will utilize expertise in the fields of education and social emotional learning to contribute to the development and design of sellable products for parents, educators, and other professionals serving students in grades 6-8.

Responsibilities will include, but are not limited to, the following:

Middle School SEL Program Development and Content Development.

- Identify SEL needs, goals, and standards specific to students in grades 6-8.
- Keep up with the middle school landscape by forming connections with experts and professional organizations serving middle school educators and other professionals.
- Identify and evaluate existing external SEL resources designed for use in grades 6-8.
- Expand Momentous Institute's existing resources to include SEL support for students in grades 6-8.
- Provide strategic SEL support for in-school and after-school programs serving students in grades 6-8.
- Identify SEL support needs for teachers, administrators and other professionals serving children in grades 6-8.
- Develop professional learning sessions targeted to educators and other professionals serving students in grades 6-8.
- Develop products and activities targeted to parents and teachers of students in grades 6-8.
- Develop and deliver professional learning for school campus employees integral to SEL implementation and social emotional development of students in grades 6-8.

Training and Professional Development.

- Co-develop and deliver content related to the intersection of social emotional health, education, trauma, and equity pertaining to *Social Emotional Learning in the Classroom, Social Emotional Learning in School, and Trauma, Mental Health, and Wellness*
- Collaborate with the Director of Educational Program Innovation, Director of Clinical Program Innovation, Principal, Director of Curriculum and Instruction, Director of Early Childhood, and School Mental Health Professional to understand Momentous School educator and student needs.
- Co-develop and deliver professional learning sessions related to healthy social emotional development, social emotional learning, and effective classroom practices at Momentous School.

Coaching and Consultation

- Co-lead virtual Coaching for Momentum cohorts.
- Update Coaching for Momentum content and resources.
- Adapt Coaching for Momentum to include the middle school educator.
- Support cohort participants via collaboration, engagement, and consultation.
- Identify target individuals and groups for marketing purposes.

Qualifications:

- Texas Teaching Certification or equivalent (Grades 4-8 preferred)
- 3-5 years of successful teaching experience in upper elementary or middle school
- 3-5 years of successful coaching or mentoring experience
- Experience with SEL programming
- Solid understanding of upper childhood and adolescent development
- Ability to effectively evaluate and document teacher practices
- Strong written and oral communication skills
- Affinity with or ability to learn technology-related skills as required
- Effective team player in planning, coordination, and follow through
- Ability to effectively interact with a diverse community
- Spanish speaking, reading, writing skills preferred (but not required)
- Exceptional skills in public speaking, presenting, and writing
- Strong organizational skills and ability to meet deadlines
- Able to work well independently while collaborating as a member of a diverse team
- Ability to effectively interact with a diverse community

Physical Demands:

- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles

Interested:

Applications are currently being accepted and the position will remain open until filled. Please send a letter of interest and resume to:

Dr. Rhonda Vincent

Director of Educational Program Innovation

rvincent@momentousinstitute.org.

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation. Candidates from diverse backgrounds are encouraged to apply.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.