



## Job Description: K-1 Small Group Facilitator – SEL Pilot

**Reports To:** Program Director

**Location:** Two designated Richmond Public Schools elementary school sites

**Employment Type:** Full-time, School Year Position (10 months)

**Start Date:** August 2025

### Who We Are

*Working directly in 41 schools in the City of Richmond and Henrico's east end, **Communities In Schools of Richmond** builds relationships that empower students to stay in school and achieve in life.*

*We believe that when basic needs are met, students can concentrate on what's important – learning. The work has evolved over a 40-year process and is validated by longitudinal research that supports the model as an evidence-based practice that both lowers drop-out rates and improves graduation rates.*

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**Position Overview:** Communities In Schools of Richmond (CIS) is launching a pilot initiative to provide targeted social-emotional learning (SEL) support to kindergarten and first-grade students. We are seeking a compassionate and skilled Small Group Facilitator to lead this effort. The Facilitator will deliver evidence-based SEL curriculum in small groups, support classroom culture, and work closely with Site Coordinators, teachers, and families to build foundational skills that help K-1 students thrive both academically and emotionally.

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### Key Responsibilities:

#### **Direct Student Support**

Deliver whole-class SEL lessons in K–1 classrooms at the start of the school year

Facilitate weekly small-group sessions (4–6 students per group) using the DESSA-based curriculum (Devereaux Student Strengths Assessment)

Use play-based, experiential strategies to support SEL skill-building

Build trusting relationships with students while modeling positive social behaviors

#### **Assessment & Progress Monitoring**

Conduct student observations and administer the DESSA Track student growth in SEL competencies

and report outcomes in collaboration with school staff  
Maintain detailed records of attendance, participation, and progress

### **Collaboration & Communication**

Partner with Site Coordinators and school staff to align support strategies  
Communicate regularly with classroom teachers to reinforce SEL goals  
Engage families with updates, resources, and opportunities to grow alongside their children  
Participate in school meetings, team planning sessions, and CIS trainings

### **Required Qualifications:**

Bachelor's degree in early childhood education, psychology, social work, or related field  
Experience working with young children and families (preferably in a school or group setting)  
Knowledge of child development and social-emotional learning principles  
Ability to build rapport with students, guardians and manage group dynamics

### **Preferred:**

Master's degree in human services, social work, or related field or equivalent experience  
Familiarity with the DESSA or other SEL assessment tools  
Background in trauma-informed practices or restorative approaches  
Bilingual (English/Spanish) a plus

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### **Skills & Attributes:**

Energetic, warm, and patient presence  
Strong interpersonal and communication skills  
Highly organized with attention to detail and follow-through  
Committed to equity and inclusion  
Flexible, creative, and responsive to student needs

### **Compensation & Benefits:**

Competitive salary commensurate with experience  
Health, dental, and vision insurance options  
403(B) match  
Paid time off and holidays aligned with the school calendar  
Professional development and training opportunities

**To Apply:** Please submit your resume and a cover letter detailing your interest in early SEL work to [droutier@cisrva.org](mailto:droutier@cisrva.org). Applications will be reviewed on a rolling basis.