

**OXFORD CIRCLE CHRISTIAN COMMUNITY  
DEVELOPMENT ASSOCIATION**

900 E. Howell Street, Philadelphia, PA 19149 (215) 288-8504 contact@occcda.org occda.org



**SEL Educator (Fels Oasis/Samuel Fels High School) – part-time**

**DESCRIPTION:**

Based in Northeast Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) seeks an SEL Educator for the Fels Oasis at Samuel Fels High School. The mission of OCCDA is to *“extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social, and economic levels.”*

The Fels Oasis addresses stress and trauma among students by helping to create a trauma-informed school community that proactively helps students process their emotions and learn coping mechanisms. It is a link between home and school and a resource to assist students and families in mitigating out-of-class barriers to education so that, in the classroom, students can learn and teachers can teach. The Fels Oasis connects families to relevant resources to alleviate stress and helps them develop and improve socio-emotional learning (SEL) skills.

The SEL Educator provides small-group SEL instruction using an approved curriculum and addressing life topics relevant to the students. The position educates students about socio-emotional competencies, laying a foundation for students to understand their emotions better, what triggers them, and how they are affected by trauma and circumstances. The SEL Educator helps students learn coping and self-regulation strategies so they can deal with their emotions before they result in conflict or violence. The position informs parents/guardians about how trauma affects emotions, school behavior, academics, and family life. The Program Coordinator/Lead Counselor supervises the position.

**SUPERVISORS:**

Charlene Lewis, Program Coordinator/Lead Counselor  
Fiona Baynard, Family Resource Director

**COMPENSATION:**

20 hours per week at \$~~22.54~~23.00 an hour (commensurate with experience)  
This is a 10-month non-exempt position and is subject to continuation of grant funding.

**BENEFITS:**

- 2 weeks paid vacation
- 3 personal days
- 2 weeks sick time
- Holidays

**LOCATION:**

Samuel Fels High School, 5500 Langdon Street, Philadelphia PA 19124

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**RESPONSIBILITIES:**

1. Ensuring the Fels Oasis meets the needs of individuals of all identities and abilities,
2. Ensuring the Fels Oasis remains a clean and safe space for students and staff,
3. Selecting SEL lesson plans that align with violence intervention and prevention (VIP) approaches and the needs of the school community,
4. Planning small-group sessions and making informed instructional decisions in the best interest of students,
5. Organizing workshops and information for parents and school staff to promote an understanding of SEL and trauma,
6. Providing SEL instruction throughout the school day,
7. Documenting each taught lesson and any significant outcome and occurrence that arises in class,
8. Informing students, families, and school staff about the provided services and how to access them,
9. Mediating conflicts among students,
10. Referring students and families to case management as needed,
11. Promoting parent engagement and child-parent relationships,
12. Documenting student and parent engagements and behaviors, student-teacher relationships, and testimonials,
13. Maintaining accurate records of students and parents/guardians,
14. Collecting relevant data for quarterly grant reports,
15. Completing assigned tasks, activities, and projects within timeline and budget limits,
16. Collaborating with program and school staff,
17. Participating in ongoing professional development training and staying current with relevant research and best practices,
18. Providing updates and reports to the Program Coordinator/Lead Counselor and
19. Performing tasks assigned by the Program Coordinator/Lead Counselor and Family Resource Director.

**JOB QUALIFICATION:**

- An understanding of and a commitment to the mission of OCCDA,
- Bachelor's degree in a relevant field or an equivalent combination of education and experience,
- Teaching or SEL certification is a plus,
- Knowledge, experience, and skills in working with families and adolescents,
- Experience working in school-based environments and knowledge of resources and protocols of the School District of Philadelphia is a plus,
- Experience facilitating group and instructional activities, including managing a classroom,
- Confidence in engaging individuals considered high-risk for violence perpetration or involvement,
- Knowledge, experience, and skills in collecting data for periodic review,
- Knowledge of Microsoft 365,
- Experience with case management software is a plus,
- Strong written and verbal communication skills,
- Strong interpersonal, intercultural, and collaboration skills,
- Ability to make responsible decisions and find solutions to complex problems,
- Speaker of Spanish, Mandarin, Portuguese, Haitian Creole, Arabic, Vietnamese, or other non-English languages is a plus,
- Passionate about SEL, VIP, education, and outreach strategies and research,
- Ability to effectively manage stress and practice de-escalation and conflict resolution strategies in challenging situations,
- And a strong willingness to learn.

**HOW TO APPLY:**

*Qualified applicants are invited to submit their resumes and copies of relevant or highest degrees via Indeed, email, or mail to:*

Attn: Fels Oasis  
Oxford Circle Christian Community Development Association  
900 E Howell Street, Bldg B  
Philadelphia, PA 19149  
[felsoasis@occcda.org](mailto:felsoasis@occcda.org)

*Applications will close as soon as a suitable candidate is hired.*