**TOOL: Key Responsibilities of a School-Based SEL Team Lead**

 Collaborating closely with out-of-school time partners? See the [OST-enhanced version of this tool](http://schoolguide.casel.org/uploads/2019/01/Key-Responsibilities-of-an-SEL-Team-Lead-OST.docx)

 ([http://schoolguide.casel.org/wordpress/../uploads/2019/01/Key-Responsibilities-of-an-SEL-Team-Lead-OST.docx](http://schoolguide.casel.org/uploads/2019/01/Key-Responsibilities-of-an-SEL-Team-Lead-OST.docx))

**Summary of position:**

The SEL Team Lead will model social and emotional competence while motivating, guiding, and keeping the school’s SEL team organized and on task.

The team lead can be a teacher, counselor, administrator, support staff, or any other full-time school staff member who has the flexibility and commitment to lead the SEL team.

**Primary functions:**

* Schedule regular SEL team meetings (at least monthly).
* With input from team members, identify roles and responsibilities for all team members.
* With the support of the team, identify goals and next steps to scale the implementation of schoolwide SEL.
* Develop and deliver informational presentations about SEL for members of the school community.
* Lead communications with staff, families, students, and community members on the status of SEL implementation and encourage feedback and input from these valued stakeholders in return.
* Monitor progress toward schoolwide SEL implementation.
* Lead efforts to continuously improve the implementation of schoolwide SEL.

**Qualifications:**

A highly qualified SEL Team Lead will be:

* Passionate about promoting social and emotional learning as an essential part of every child’s education.
* A full-time school employee with the flexibility and commitment to attend meetings and do light preparation work.
* A highly organized, big-picture thinker who is eager to move schoolwide SEL forward.
* Able to earn the trust and respect of peers.
* Willingness to develop expertise with the *CASEL Guide to Schoolwide SEL*.