

School Leadership Team Recruitment and Selection

The purpose of this document is to assist leaders in determining how to select members for the School Leadership Team that supports implementation of School-wide Social, Emotional, and Behavioral Supports.

Team Description

The School Leadership Team builds and maintains an implementation infrastructure to support school staff in the implementation of School-wide SEB Supports.

Diverse and representative team membership does not necessarily mean having a different individual for each perspective. In addition, it may not be practical to have all perspectives represented at every meeting. The team is comprised of 5-7 team members, including a general education teacher, special education teacher, building principal, team coach, someone with behavioral expertise, a student, and a family member

In addition, consideration should be given to prioritizing individuals who do not require a substitute.

School Leadership Team Membership

School Administrator: Provides time for the team to prioritize implementation and has control of fiscal, scheduling, etc. decisions

School Leadership Team Coach: Organizes and facilitates the team in order to implement and sustain School-wide SEB supports

General/Special Education Teacher: Provides a perspective due to interaction with other staff, the students, and families – there may be more than one teacher depending on the size of the school

Behavior Support Staff: Has knowledge of behavioral principles and can help support social, emotional, and behavioral skills

Student: Provides a unique perspective on what impacts students and provides support with buy-in for students and staff

Family Member: Provides the family perspective and is included in decision-making

Data Coordinator: Supports the ongoing collection and use of data to support decision-making for continuous improvement

Qualifications and Skills

Individuals who demonstrate the following qualifications and skills are likely to be successful as members of a school leadership team:

- Ability to meet timelines for and manage multiple projects, tasks, and activities
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Effective communication skills
- Fluent and effective use of technology
- Successful experience implementing MTSS
- Successful experience with data analysis and use

Responsibilities

School Leadership Team Members are responsible for:

- Regular attendance at School Leadership Team professional learning sessions and monthly meetings
- Use district processes/procedures that will be used across all schools to support high-quality use, scale-up, and sustainability of implementation
- Plan and coordinate implementation efforts within the school
- Regular analysis of school-wide data to identify successes, precise problem statements, contributing factors, and a plan to address needs
- Collaborating with team members and other school staff whose work supports implementation
- Accurately and effectively communicate information to and from district and school groups/teams and staff (e.g., accomplishments, barriers, need to know)

Estimated Time Allocation

The time commitment for School Leadership Team members will be greater during installation. Minimum time allocation during installation is approximately 6-12 hours per month, in addition to the number of days required for professional learning sessions.

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