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

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-Member-OST.docx).

([http://bit.ly/2KYKF3p](http://schoolguide.casel.org/uploads/2019/01/Key-Responsibilities-of-an-SEL-Team-Member-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links))

**Summary of position:**

Members of the school’s SEL team will model social and emotional competence throughout the school community and work to advance the vision and mission of the SEL team.

Team members can include teaching staff, administrators, support staff, student family members, site-based out-of-school-time providers, or any member of the school community.

**Primary functions:**

* Ensure the fulfillment of assigned roles and responsibilities in support of systemic SEL implementation.
* Advance the goals of the SEL Team.
* Regularly communicate the importance of social and emotional learning throughout the school community and model SEL competencies.
* Assist the team lead in developing and delivering presentations about schoolwide SEL for the school community.
* Regular communication with the constituent group that the team member represents. For example, a team member who is a first grade teacher might be responsible for communication with other first grade teachers regarding SEL.

**Qualifications:**

A highly qualified SEL Team Member will have:

* A passion for promoting social and emotional learning as an essential part of every child’s education.
* Flexibility to attend team meetings regularly.
* Willingness to develop expertise with the *CASEL Guide to Schoolwide SEL*.