**TOOL: Key Responsibilities of a School-Family Partnership Lead**

**(Click for** [**Spanish version**](https://drive.google.com/file/d/1dgUTCokLaDQptEMNkCbdr9MEcR-mEyPr/view)**)**

Collaborating closely with out-of-school time partners? See the [OST-enhanced version of this tool](https://schoolguide.casel.org/out-of-school-time-tools).

(https://schoolguide.casel.org/out-of-school-time-tools)

**Summary of position:**

The School-Family Partnership Lead will coordinate efforts to create authentic school-family partnerships to promote schoolwide social and emotional learning.

**Primary functions:**

* Serve as a member of the school’s SEL team.
* Advance the goals of the SEL team especially as they relate to family partnerships.
* Advocate to sustain current school-family partnership strategies.
* Advocate for considering new, meaningful ways to expand school-family partnerships.
* Consult with families and gather input to share back with the SEL team.
* Work closely with staff to promote family partnerships.
* Advocate for two-way communication strategies in which the school shares information with families and empowers families communicate with staff.
* Advocate for processes to measure and continuously improve school-family partnerships.

**Qualifications:**

A highly qualified School-Family Partnership Lead will have:

* At least one child enrolled at the school.
* Flexibility to attend SEL team meetings consistently.
* A commitment to cultural awareness and responsiveness.
* Strong communication skills.
* A passion for academic, social, and emotional learning.
* A deep understanding of the school community.