**Key Responsibilities of an SEL Data Lead**

**Summary of position:**

The SEL Data Lead will keep the SEL team focused on the important process of setting goals, measuring progress, learning from stakeholders, and using data to drive team decisions about SEL. This team member will take the lead on planning and maintaining a schedule of data collection and reflection throughout the year, preparing data to share, and facilitating group discussion and analysis of data.

The Data Lead can be any full-time staff member who has access to necessary data, skills in summarizing data for a broad audience, the self and social awareness to anticipate and guard against bias in data collection and interpretation, and the flexibility and commitment to prepare for and attend regular meetings. It may be helpful if this person already supports other teams in accessing, reflecting on, and using data for decision-making related to other priorities of the school community.

**Primary functions:**

* Prepare a plan and schedule for data collection to measure progress toward goals for SEL, drawing from a range of data sources (see an example schedule within the tool [*Preparing SEL Team Meeting Agendas*](https://schoolguide.casel.org/resource/sel-team-agenda/)).
* Take the lead in making sure the team adheres to a schedule of regular data reflection and data-based decision making to learn throughout the implementation process and make improvements.
* Gather and summarize data for sharing and reflection within the SEL team, within staff meetings, and with the larger school community.
* Facilitate reflective discussions about data and implications for decision-making and action (see a structured facilitation guide within the tool [*SEL Data Reflection Protocol*](https://schoolguide.casel.org/resource/sel-data-reflection-protocol/)).

**Qualifications:**

A highly qualified SEL Data Lead will be:

* Passionate about using data in equitable ways to drive continuous improvement of SEL implementation.
* A full-time employee with access to necessary data and skills in summarizing data for a broad audience.
* An SEL team member who has sufficient time and commitment to prepare data for reflection in advance of each SEL team meeting.