



Fulfilling PSELI Roles & Responsibilities at Your School Site



1 Use the following reflection questions with your SEL Team to reflect on PSELI roles and responsibilities at your school site.

1. What do we need to accomplish the goals we set this school year? Which staff role(s) can help meet each goal?
2. In addition to our annual goals, what other resources can help shape the responsibilities we assign to each role (CASEL Guide to Schoolwide SEL, resources from SEL Academy, etc.)?
3. How do various PSELI roles (Principal, Assistant Principal, SEL Lead, School Day Champion, OST Champion, etc.) complement each other at our school site?
4. How do our PSELI roles work together to promote alignment between school day and OST?

2 Create written role descriptions for your school site.

Get ideas from the sample role descriptions provided at the October 2019 community of practice. Consider creating a map or visual that depicts how roles complement each other. Determine whether responsibilities need to be added to a particular role, or removed and re-assigned.

3 Guide SEL team meetings.

Use the role descriptions to guide SEL Team meetings (i.e., team members report out on each of their areas of responsibility). You can also use the role descriptions to orient staff who are new to PSELI.

4 Monitor the effectiveness of various roles and continue to tweak role descriptions as needed to meet the needs of your school site.

Use the following for ongoing personal self-reflection:

- What is going well in terms of my role?
- What challenges have emerged?
- Do I need greater clarity regarding my role?
- What support do I need?
- In what ways does my work contribute to quality SEL implementation?
- How will I self-assess to determine whether my role is effective?
- Do my responsibilities need adjustment?