



Implementation Snapshot

Second Step® Elementary Digital Program

This document is an at-a-glance roadmap of key tasks for **all roles** involved in a schoolwide implementation of the Second Step program. Pages 2–4 provide a more detailed view, specific to each role.

		IMPLEMENTATION PLANNING	KICK-OFF & TRAINING	TEACHING & REINFORCING		
		Summer	Back-to-School	Fall	Winter	Spring
LEADERSHIP		<ul style="list-style-type: none"> • Review the Principal Toolkit • Form an SEL Leadership Team • Review the Implementation Checklist for Leaders • Build time for Second Step lessons in your master schedule • Schedule and customize the All-Staff Program Kick-Off 	<ul style="list-style-type: none"> • Add staff as users to your Second Step license • Facilitate the All-Staff Program Kick-Off (30–60 min.) • Review and set expectations for program training • Conduct the Implementation Readiness Survey • Develop an evaluation plan 	<ul style="list-style-type: none"> • Introduce families to Second Step Elementary during Open House • Schedule time for staff to watch the All-Staff Unit Overview videos (8 min. each) • Schedule the Mid-Year Check-In 	<ul style="list-style-type: none"> • Customize and facilitate Mid-Year Check-In (30 min.) • Schedule the End-of-Year Check-In 	<ul style="list-style-type: none"> • Customize and facilitate End-of-Year Check-In (30 min.) • Analyze program evaluation results • Plan for next year
		<ul style="list-style-type: none"> • Follow the Implementation Checklist for Leaders 				
LESSON INSTRUCTORS				<ul style="list-style-type: none"> • Support and coach lesson instructors • Monitor classroom and schoolwide implementation • Follow your site's evaluation plan 		
			<ul style="list-style-type: none"> • Attend the All-Staff Program Kick-Off • Create or log in to your account • Complete training on SecondStep.org • Create a class 		<ul style="list-style-type: none"> • Participate in the Mid-Year Check-In 	<ul style="list-style-type: none"> • Participate in the End-Of-Year Check-In
ALL STAFF				<ul style="list-style-type: none"> • Prepare for each unit and lesson • Teach weekly lessons • Reinforce learning with Daily Practice and family communications 		
			<ul style="list-style-type: none"> • Attend the All-Staff Program Kick-Off • Create or log in to your account • Complete training on SecondStep.org (30 min.) 		<ul style="list-style-type: none"> • Participate in the Mid-Year Check-In 	<ul style="list-style-type: none"> • Participate in the End-Of-Year Check-In
				<ul style="list-style-type: none"> • Watch each All-Staff Unit Overview video • Reinforce Second Step language & skills 		



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		IMPLEMENTATION PLANNING	KICK-OFF & TRAINING	TEACHING & REINFORCING		
		Summer	Back-to-School	Fall	Winter	Spring
LEADERSHIP		<ul style="list-style-type: none"> • Review the Principal Toolkit on SecondStep.org (prioritize Introduction to the Principal Toolkit and Implement Schoolwide, 30 min.) • Form an SEL Leadership team. Review the SEL Leadership Team Roster, assign roles, and schedule regular meetings • Review the Implementation Checklist for Leaders • Build time for Second Step lessons in your master schedule and complete the Pacing Guide <ul style="list-style-type: none"> • Kindergarten–Grade 1, 15–20 min. per lesson • Grades 2–5, 25–30 min. per lesson • Schedule and customize the All-Staff Program Kick-Off (60 min.) 	<ul style="list-style-type: none"> • Add staff as users to your site's Second Step license (note: users will receive an email notification) • Facilitate the All-Staff Program Kick-Off (60 min.) • Review and set expectations for program training on SecondStep.org (30 min. for all staff, 60 min. for lesson instructors) • Conduct the Implementation Readiness Survey (5 min.), analyze results, and review suggested supports for next steps • Develop evaluation plan and collect baseline data 	<ul style="list-style-type: none"> • Introduce families to Second Step Elementary during a family night or open house with the Family Open House Presentation and Flyer (15 min.) • Schedule time before each unit for staff to watch the All-Staff Unit Overview video (8 min. each) • Schedule the Mid-Year Check-In 	<ul style="list-style-type: none"> • Customize and facilitate Mid-Year Check-In (30–45 min.) • Schedule the End-of-Year Check-In 	<ul style="list-style-type: none"> • Customize and facilitate End-of-Year Check-In (30–45 min.) • Analyze and report program evaluation results • Plan for next year using data from the program evaluation results
		<ul style="list-style-type: none"> • Follow the Implementation Checklist for Leaders 		<ul style="list-style-type: none"> • Support and coach lesson instructors using the Lesson Observation Rubric • Monitor classroom and schoolwide implementation using the Lesson Progress Report and All-Staff Check-Ins • Follow your site's evaluation plan 		



Implementation Snapshot

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This page is an at-a-glance roadmap of key tasks for **lesson instructors** involved in a schoolwide implementation of the Second Step program.

		IMPLEMENTATION PLANNING	KICK-OFF & TRAINING	TEACHING & REINFORCING		
		Summer	Back-to-School	Fall	Winter	Spring
LESSON INSTRUCTORS			<ul style="list-style-type: none"> • Attend the All-Staff Program Kick-Off (30–60 min.) • Create or log in to your account • Complete training on SecondStep.org (60 min., self-paced) <ul style="list-style-type: none"> • Introduction to the Second Step Elementary Training • Part 1: SEL and the Second Step Program • Part 2: Program Walk-Through • Part 3: Best Practices for Lesson Delivery • Wrap Up and Access Lessons • Create a class to access lessons 		<ul style="list-style-type: none"> • Participate in the Mid-Year Check-In (30–45 min.) 	<ul style="list-style-type: none"> • Participate in the End-Of-Year Check-In (30–45 min.)
				Prepare for units (25 min.) <ul style="list-style-type: none"> • Read the Unit Plan • Watch the Quick-Start Guide video 		
				Prepare for lessons (15 min.) <ul style="list-style-type: none"> • Read Prep & Extend • Read and print the Lesson Plan and Student Handouts (if applicable) • Preview the Lesson Presentation 		
				Teach <ul style="list-style-type: none"> • One lesson per week <ul style="list-style-type: none"> • Kindergarten–Grade 1: 15–20 minutes per lesson • Grades 2–5: 25–30 minutes per lesson 		
			Reinforce <ul style="list-style-type: none"> • Facilitate Daily Practice activities from Prep & Extend (5–10 min. daily) • Engage families with grade-specific weekly communications and Home Links 			



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IMPLEMENTATION PLANNING		KICK-OFF & TRAINING	TEACHING & REINFORCING		
Summer		Back-to-School	Fall	Winter	Spring
ALL STAFF		<ul style="list-style-type: none"> • Attend the All-Staff Program Kick-Off (45 min.) • Complete training on SecondStep.org (30 min., self-paced) <ul style="list-style-type: none"> • Introduction to the Second Step Elementary Training • Part 1: SEL and the Second Step Program 		<ul style="list-style-type: none"> • Participate in the Mid-Year Check-In (30–45 min.) 	<ul style="list-style-type: none"> • Participate in the End-Of-Year Check-In (30–45 min.)
			<ul style="list-style-type: none"> • Watch the All-Staff Unit Overview videos before each unit for tips to reinforce student learning (8 min. each) • Reinforce Second Step program language and skills in all areas of the school 		