



Implementation Checklist for Leaders

School Name: _____ School Year: _____

The implementation tools and documents referenced in this document are included with the program and can be found in the online resources.

IMPLEMENTATION PLANNING			
SUMMER		Target Date	Date Completed
1	Review the Principal Toolkit on SecondStep.org <ul style="list-style-type: none"> • Prioritize Introduction to the Principal Toolkit and Implement Schoolwide (30 min.) 		
2	Form an SEL Leadership Team <ul style="list-style-type: none"> • Review Building an SEL Leadership Team on SecondStep.org • Review the SEL Leadership Team Roster and assign roles 		
3	Schedule regular meetings for the SEL Leadership Team <ul style="list-style-type: none"> • Review the Implementation Checklist for Leaders and assign tasks 		
4	Build time for Second Step lessons in your master schedule <ul style="list-style-type: none"> • Review the Program Roll-Out Decision Guide and Advisory Planning Guide (if applicable) • Decide who will teach Second Step lessons • Choose a consistent day and time each week for lesson instruction (25 min. each) 		
5	Complete the Pacing Guide <ul style="list-style-type: none"> • Fill out the lesson Pacing Guide based on your school calendar and send it to staff 		
6	Prepare to introduce staff to the program <ul style="list-style-type: none"> • Schedule and customize the All-Staff Program Kick-Off (30–60 min., time varies based on your decision to include optional activities included in the presentation) • Plan for time at the end of the All-Staff Program Kick-Off to conduct the Implementation Readiness Survey (5 min.) 		
7	Plan for introducing families to Second Step Middle School during a family night or open house (15 min.) <ul style="list-style-type: none"> • Review Partner with Families in the Principal Toolkit • Customize the family Open House Presentation with your school’s information and plan 		



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KICK-OFF & TRAINING

BACK TO SCHOOL		Target Date	Date Completed
1	Give staff access to the program <ul style="list-style-type: none"> • Add staff as users to your site's Second Step license • Invite all staff to create accounts and log in to access training and program resources on SecondStep.org 		
2	Introduce staff to the program and assess readiness to implement <ul style="list-style-type: none"> • Facilitate the All-Staff Program Kick-Off, (30–60 min., time varies based on your decision to include optional activities included in the presentation) • Include the optional activity to watch the Unit 1 All-Staff Unit Overview video OR set aside 10 min. for all staff to watch it on their own before the start of Unit 1 • Use the final 5 minutes to conduct the Implementation Readiness Survey • Review and set expectations for the self-paced program training on SecondStep.org. (30 min. for all staff, 60 min. for lesson instructors) 		
3	Review findings from the Implementation Readiness Survey <ul style="list-style-type: none"> • Plan for and provide additional supports as indicated by survey findings 		
4	Develop your evaluation plan <ul style="list-style-type: none"> • Define your program implementation goals • Read about your assessment options in the Program Evaluation Guide • Define your program outcome goals • Choose the assessment and/or existing data you'll use to capture program outcome goals • Create a data collection and analysis schedule for the year 		
5	Collect baseline data <ul style="list-style-type: none"> • Assign SEL Leadership Team member(s) to gather archival data (attendance, office referrals, etc.) • Have students and/or lesson instructors complete your chosen SEL assessment 		
6	Develop a system for program monitoring and feedback		
7	Schedule and customize the Responding to Bullying and Harassment presentation for all staff prior to Unit 2		
8	Maintain regular check-ins as an SEL Leadership Team		



Implementation Checklist for Leaders

TEACHING & REINFORCING

FALL		Target Date	Date Completed
1	<p>Introduce families and students to Second Step Middle School during a family night or open house</p> <ul style="list-style-type: none"> • Send out the Program Overview Family Letter before starting the program • Present the Family Open House Presentation at your fall open house • Distribute the Family Open House Flyer, What is Second Step Middle School? 		
2	<p>Support and monitor lesson pacing and delivery</p> <ul style="list-style-type: none"> • Gather and address staff needs and questions as they begin teaching lessons • Teach or co-teach initial lessons with instructors to generate enthusiasm and provide modeling • Pay informal visits to classrooms during Second Step lesson time • Have conversations with students about what they're learning • Use the skills and language during office referral conversations with students to reinforce that Second Step skills are for use in all areas of the school 		
3	<p>Observe lessons using the Lesson Observation Rubric</p> <ul style="list-style-type: none"> • Provide targeted coaching and support as indicated 		
4	<p>Build Second Step check-ins and celebrations into staff meeting agendas</p>		
5	<p>Reinforce program participation expectations for all staff</p> <ul style="list-style-type: none"> • Set time to watch All-Staff Unit Overview videos (5–7 min. each) at the start of each unit • Remind lesson instructors to review the grade-specific Quick Start Guide video at the start of each unit • Encourage use of advisory activities in the days following each weekly lesson • Remind lesson instructors to send weekly family communications that accompany each lesson • Support lesson instructors' use of performance task lessons and rubrics 		
6	<p>Facilitate the Responding to Bullying and Harassment presentation with all staff prior to teaching Unit 2</p> <ul style="list-style-type: none"> • Follow-up with staff to provide direct access to your district's policies and procedures for responding to bullying and harassment 		
7	<p>Analyze progress</p> <ul style="list-style-type: none"> • Examine school data per your evaluation plan (attendance, discipline referrals, etc.) 		
8	<p>Schedule the Mid-Year Check-In for all staff for early January (30–45 min.)</p> <ul style="list-style-type: none"> • Schedule an SEL Leadership Team follow-up meeting to review check-in findings 		
9	<p>Maintain regular check-ins as an SEL Leadership Team</p>		



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TEACHING & REINFORCING

WINTER		Target Date	Date Completed
1	Analyze progress <ul style="list-style-type: none"> Examine school implementation data per your evaluation plan Examine mid-year outcome data per your evaluation plan 		
2	Engage staff for continuous improvement <ul style="list-style-type: none"> Customize and facilitate the Mid-Year Check-In with all staff (30–45 min.) 		
3	Review Mid-Year Check-In findings and plan supports accordingly		
4	Observe lessons using the Lesson Observation Rubric <ul style="list-style-type: none"> Provide targeted coaching and support as indicated 		
5	Schedule the End-of-Year Check-In for all staff for spring (30–45 min.) <ul style="list-style-type: none"> Schedule an SEL Leadership Team follow-up meeting to review check-in findings 		
6	Maintain regular check-ins as an SEL Leadership Team		

TEACHING & REINFORCING

SPRING		Target Date	Date Completed
1	Customize and facilitate End-of-Year Check-In presentation with all staff		
2	Review End-of-Year Check-In findings, along with Mid-Year findings <ul style="list-style-type: none"> Use findings to plan for continuous improvement for next school year's implementation 		
3	Collect and analyze end-of-year outcome evaluation data		
4	Report evaluation results		
5	Share evaluation findings with key stakeholders (staff, families, district leaders, funders, community, etc.)		
6	Maintain regular check-ins as an SEL Leadership Team and confirm SEL Leadership Team Roster for next year		