

Second Step Building Liaison Responsibilities
(liaisons were identified for each school, to increase buy-in and also for sustainability once grant project ended)

Provided a notebook of resources, suggestions, forms for organizing and tracking lessons, handouts and powerpoints to use for staff training and support, etc.

1. Review Second Step plan for building
 - Identify what lessons were completed the previous year in each grade, to assist in implementation the following year.
 - Identify teachers who are implementing the program for the current year.
 - Identify teachers/staff who have not been trained.
2. Complete training as needed.
 - Provide staff booster training.
 - Provide or arrange for training of new staff.
3. Create an ongoing structure for supporting implementation.
 - Identify ways that staff can support one another in the implementation of Second Step.
 - Share information updates about Second Step with staff and/or parents.
 - Identify materials that need to be replaced.
4. Monitor effectiveness of Second Step program.
 - Identify what worked.
 - Troubleshoot what needs to be improved.
 - Identify how to re-organize for the next year.