



Responsibilities of the School2Home Principal or Administrative Lead

Listed below are the primary responsibilities of the Principal (or designee) in carrying out School2Home.

- Identify and assemble members of the School Leadership Team.
- Assess the capacity (readiness, resources, and partners) to implement School2Home fully or partially.
- Complete a Work Plan for the first year of School2Home.
- Work with the School Leadership Team to help address specific school needs that may arise as a consequence of the current COVID-19 pandemic.
- Provide the leadership and support needed to ensure that School2Home 10 Core Components are successfully implemented at the school.
- Monitor the progress made by the school leads and school staff to implement School2Home within the timeframe established in the Work Plan.
- Ensure the School Leadership Team is meeting on a monthly basis to discuss the progress made on the implementation of the Work Plan.
- Facilitate monthly School Leadership Team meetings.
- Update the school Work Plan and Progress Tracker document.
- Ensure that data are collected to evaluate progress at the end of the year.