



NATIONAL FAMILY FRIENDLY SCHOOLS

Family Friendly Schools Team Lead — Roles & Responsibilities

The Family Friendly Schools Team Lead guides and supports the school's Family Friendly Team through the certification and continuous improvement process by coordinating efforts, maintaining momentum, and ensuring that family, staff, and administrator voices are meaningfully included and acted upon.



CORE RESPONSIBILITIES

1. Team Coordination & Facilitation

- ✓ Convene and facilitate regular Family Friendly Team meetings
- ✓ Ensure representation from families, educators, and administrators
- ✓ Establish meeting agendas aligned to FFS milestones and improvement goals
- ✓ Use structured discussion and noticing protocols to guide team reflection
- ✓ Support shared ownership — not single-person leadership

2. Process Stewardship

- ✓ Keep the team on track with the Family Friendly Schools process and milestones
- ✓ Guide completion of the self-assessment and related reflection activities
- ✓ Ensure the team understands certification criteria and evidence expectations
- ✓ Coordinate timelines for pilots, feedback cycles, and application steps
- ✓ Monitor progress across implementation phases

3. Continuous Improvement Leadership

- ✓ Help the team identify priority focus areas from:
 - Self-assessment results
 - Family feedback
 - Teacher and administrator input
- ✓ Support small tests of change rather than large-scale rollouts
- ✓ Encourage pilot approaches before schoolwide adoption
- ✓ Promote reflection after each strategy cycle

4. Feedback & Voice Integration

- ✓ Ensure family feedback is regularly gathered and reviewed
- ✓ Support use of Family Friendly Feedback Groups (or similar structures)
- ✓ Help the team interpret feedback without defensiveness
- ✓ Make sure feedback leads to visible action steps
- ✓ Close the loop by communicating back to families and staff





5. Communication & Transparency

- ✓ Serve as the main point of contact with district or FFS network supports
- ✓ Share updates with staff and school leadership
- ✓ Communicate progress and wins to the broader school community
- ✓ Help make the work visible and understandable to families
- ✓ Ensure documentation is organized and accessible

6. Documentation & Evidence Gathering

- ✓ Coordinate collection of artifacts and evidence of practice
- ✓ Maintain records of meetings, decisions, and improvement efforts
- ✓ Support preparation of certification or renewal submissions
- ✓ Ensure examples reflect authentic practice, not just compliance

7. Capacity Building

- ✓ Help team members understand family partnership practices
- ✓ Encourage distributed leadership within the team
- ✓ Identify when the team needs training or technical assistance
- ✓ Connect team members to peer learning opportunities

Decision-Making Role

Team Lead

- ✓ Facilitates team decisions — does not make them alone
- ✓ Helps the group reach clarity and alignment
- ✓ Escalates barriers to school or district leadership when needed

Success Indicators for a Strong Team Lead

- ✓ Meetings happen consistently and productively
- ✓ Multiple voices shape decisions
- ✓ Improvement work is visible and active
- ✓ Feedback leads to change
- ✓ The process continues even if the Team Lead steps away (shared ownership)



Family Friendly Schools Team Lead Selection Rubric

Use this rubric to identify a strong candidate to serve as the Family Friendly Schools (FFS) Team Lead — someone who can facilitate the process, coordinate improvement work, and ensure meaningful family–school partnership practices are implemented and sustained.



How to Use

Rate each criterion from 1–4. Candidates do not need to score perfectly in all areas, but should demonstrate strength in facilitation, collaboration, and continuous improvement leadership.

Scoring Scale

- 4 — Strong Evidence:** Consistently demonstrates this quality in practice
- 3 — Solid Evidence:** Often demonstrates this quality
- 2 — Developing:** Some evidence; may need support or coaching
- 1 — Limited Evidence:** Rarely demonstrates this quality

Rubic Criteria

1. Commitment to Family–School Partnership

- Demonstrates belief in the value of family partnership
- Speaks about families with asset-based language
- Has supported or participated in engagement efforts
- Shows willingness to listen and learn from families

Score:
1 2 3 4

2. Facilitation & Meeting Leadership Skills

- Can guide structured, inclusive meetings
- Keeps groups focused and moving forward
- Uses protocols or agendas effectively
- Encourages balanced participation

Score:
1 2 3 4



Selection Tip:

The strongest FFS Team Leads are not always the most senior staff — they are often the most trusted facilitators, bridge-builders, and process stewards.

3. Collaboration & Shared Leadership Orientation

- Works well across roles (families, teachers, administrators)
- Invites multiple perspectives
- Shares ownership rather than controlling outcomes
- Builds trust across groups

Score:
1 2 3 4

4. Continuous Improvement Mindset

- Comfortable using data and feedback
- Supports small tests of change and pilot efforts
- Reflects on what is and isn't working

Score:
1 2 3 4

5. Communication Skills

- Communicates clearly with different audiences
- Provides timely updates and follow-through
- Can translate process steps into plain language

Score:
1 2 3 4

6. Organization & Follow-Through

- Keeps timelines and tasks on track
- Coordinates logistics reliably
- Documents decisions and progress
- Manages details without losing purpose

Score:
1 2 3 4

7. Openness to Feedback & Learning

- Receives feedback without defensiveness
- Demonstrates reflective practice
- Seeks input before deciding
- Models learning behavior for the team

Score:
1 2 3 4

8. Credibility & Relationship Strength in the School Community

- Trusted by staff and/or families
- Demonstrates professional integrity
- Has working relationships across stakeholder groups
- Can influence without formal authority

Score:
1 2 3 4

Optional Context Factors (Not Scored, but Considered)

- Role allows time for coordination work
- Has schedule flexibility for meetings with families
- Supported by administrator
- Interested in serving — not assigned unwillingly

Interpretation Guide

28–32

Strong Team Lead Candidate

22–27

Good Candidate with Light Support

16–21

Possible Candidate with Coaching & Structure

Below 16

Consider Alternate Role on Team