

## SAC *QUICK*tips: EDUCATIONAL SUPPORT GROUP FACILITATOR RESPONSIBILITIES

1. Establish the goals and objectives for a group.
2. Develop participation criteria to get the right students in the group.
3. Select methods for marketing and enrollment in the group.
4. Screen students who have registered for the group.
5. Select a curriculum that is evidence-based or evidence-informed.
6. Establish and maintain a positive, safe group climate.
7. Pre-determine procedures for implementing the group including scheduling, attendance, documentation, evaluation, etc.
8. Promote and demonstrate positive listening skills.
9. Promote and demonstrate positive problem-solving skills.
10. Facilitate appropriate confrontation.
11. Maintain balanced participation and dialogue with the group.
12. Promote and protect diversity of participation, thinking, and contributions.
13. Debrief periodically with another individual in the building to management concerns and problem-solve.
14. Track each participant's progress.
15. Maintain appropriate documentation.
16. Connect with parents as appropriate.
17. Manage group dynamics.
18. Connect students who need professional help with appropriate resources.
19. Collect pre-determined data sets including pre and post satisfaction surveys and skill measurements.
20. Conduct formative and summative evaluation.
21. Assess data to determine whether the group appears to have met goals.
22. Prepare and distribute post-group final reports.

Resources on [prevention.org](http://prevention.org) – Professional Resources – Student Assistance Center: Help is Down the Hall (NACoA)