

SAC QUICKtips: ADMINISTRATIVE SUPPORT

People use items and services more often when they understand how and why to use them. Administrative support doesn't vary from this principle.

1. Be clear and realistic with administrators early in the year about what the SAP can and cannot do.
2. Request that a building administrator be a Student Assistance team member.
3. Meet with the top building administrator briefly to review actions determined in any meeting in which the administration is not represented.
4. Meet with an administrator at the beginning of the year to identify the administration's priorities for the year. Plan to collect data during the year that demonstrates how the SAP is helping administrators reach their priority goals. Meet with administration at least quarterly to report data that demonstrates the SAPs' value to reaching those goals.
5. Track the number of students whose attendance, academics, or / and behavior improved as a result of working with the SAP. Report the increases and reductions in incidents to administration monthly. Translate attendance improvement to funding, and report that to administration each quarter
6. Track the number of students receiving social emotional education either through prevention programs or SAP educational support groups, and connect the dots between the numbers and the state learning standards.
7. Track each of the following and share monthly with administration:
 - The number of parents contacted by the SAP, and report to administration monthly. Emphasize especially numbers of parents who may be marginally involved with school.
 - The number of students who showed progress in any way,
 - The number of students (using aggregate data only) who were connected to substance abuse and mental health services during each quarter.

Resources on prevention.org – Professional Resources – Student Assistance Center: SAC Administrative Guide, SAP and the Seven School Turnaround Principles, 5Essentials and Student Assistance, Safe Supportive and Successful Schools – Step by Step