

Parent Involvement Coordinator

job aid timeline

Follow this timeline for the school year to develop a plan that will create meaningful family engagement strategies and outreach opportunities that are linked to student learning. Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.

» BEGINNING OF THE YEAR «

required

Send required Title I school designation status letters, if applicable

Send Flexible Learning Program information to parents, if applicable

Ensure parents receive notification about their right to request information regarding the professional qualifications of their child's teacher

Review, and seek parent input if needed, the School-Parent Compact and the School Parental Involvement Policy or District Parental Involvement Policy for any necessary changes since the last revision and parent input

Prior to November 1st, host the Annual Title I Parent Meeting and distribute the School-Parent Compact and Parental Involvement Policy

Prior to November 1st, ensure all School-Parent Compacts are signed and appropriate documentation of completed compacts is collected and maintained

Remember to share the Parental Involvement Policy in multiple ways

Provide District-level training and technical assistance to assist Title I schools with building and implementing their parental involvement programs and strategies

recommended

Reach out and connect with new and returning families and students to introduce yourself and build relationships for the upcoming school year

Collaborate with faculty and staff members to plan ways to integrate family engagement strategies throughout school programs and goals

Analyze school data to develop family engagement strategies to achieve school goals and identify potential families to receive additional support

Review the National PTA Standards for Family-School Partnerships to strengthen your program and objectives

Mark the school calendar with concrete dates for family engagement activities and share with parents, students, staff and the community

Nominate a parent to serve on the State School Superintendent's Parent Advisory Council

Join the Georgia PIC Network Local Learning Community (LLC) for your region

Assess the Georgia Family-Friendly Partnership School Award application and program information to evaluate your school's environments and policies

Begin planning for Parent Engagement Month in November by reviewing the resources on the Georgia Department of Education's website

job aid timeline

Follow this timeline for the school year to develop a plan that will create meaningful family engagement strategies and outreach opportunities that are linked to student learning. Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.



MIDDLE OF THE YEAR



required

Send 2nd Flexible Learning Program information to parents, if applicable

Continue sharing and using the School-Parent Compact by reviewing the success and progress of the strategies and activities listed for parents, staff, and students

Plan the best possible method to conduct an annual evaluation of the parental involvement policy, program and activities

Determine how all parents will be provided the opportunity to learn about the parental involvement budget and provide input for next school year

Begin scheduling opportunities to review and revise the Parental Involvement Plan and School-Parent Compacts with parents, staff and other stakeholders

recommended

Submit your application for the Family-Friendly Partnership School Award

Celebrate Parent Engagement Month by planning special events for families and recognizing the importance of family engagement in your school

Reach out to parents with specific ways they can contribute towards the success of the school both in the school as well as in the community

Nominate a parent leader for the Georgia Parent Leadership Award

Plan opportunities to recognize and build parent leaders as part of Parent Leadership Month in February such as a parent leadership seminar to provide parents with the understanding and ability to be part of the school's decision making process

Parent Involvement Coordinator

job aid timeline

Follow this timeline for the school year to develop a plan that will create meaningful family engagement strategies and outreach opportunities that are linked to student learning. Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.



END OF THE YEAR



required

Ensure all parents have an opportunity to complete the annual evaluation by offering multiple methods and opportunities for parents to provide feedback

Coordinate with appropriate programs and schools to provide parents of rising students with helpful information about what to know and expect for next year

Analyze and review results from the annual parental involvement evaluation and be sure to share a summary of the results with stakeholders

Collect feedback from all parents regarding the use of parental involvement funds and review the budget in relationship to their input

Revise the Schoolwide Plan, CLIP, School/District Parental Involvement Policy and School-Parent Compacts with all parents having the opportunity to provide input and suggestions

Maintain documentation for the school year including receipts, agendas, sign-in sheets, letters, flyers, minutes, pictures, emails and other records

Notify parents of important information and dates for the next school year

Prior to July 1st, notify parents of their IntraDistrict Transfer Options

recommended

Share updates and progress about the family engagement program with faculty and staff to determine what future steps should be for next year

Help plan transition programs for rising students and their families

Examine student achievement results to determine the impact of parent engagement on student academic achievement

Utilize results from parent surveys and input with school achievement data to map out areas of concern that need to be addressed next school year

Take time to recognize parents who contribute towards the success of the school, classrooms and their child's education by listening to them and thanking them in various ways

Look for ongoing ways to communicate with your families as well as how to engage them in the student achievement process

Parent Involvement Coordinator

job aid timeline

Follow this timeline for the school year to develop a plan that will create meaningful family engagement strategies and outreach opportunities that are linked to student learning. Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.

» THROUGHOUT THE YEAR «

required

Provide all parents with an understanding of the school curriculum and assessments as well as how to monitor their child's progress

Schedule professional learning opportunities throughout the year for faculty and staff to learn and practice family engagement strategies

Plan opportunities and strategies that will build parent capacity and communicate these opportunities with all staff, families, students, and the school community

Develop opportunities and implement strategies to build school and parent capacity by hosting events, developing resources and providing assistance

Share information with families about how they can support their student's learning and assist in their child's academic achievement

Remember to provide opportunities throughout the year for parents with limited English proficiency, disabilities and parents of migratory children

Assess the methods used to communicate information with parents to ensure access for all parents as well as provide information in an understandable format

Be sure to review your files and records to maintain proper documentation and ensure compliance with all state and federal guidelines

Offer opportunities and resources for families to gain

recommended

Reach out and connect with new and returning families and students to introduce yourself and build relationships for the upcoming school year

Collaborate with faculty and staff members to plan ways to integrate family engagement strategies throughout school programs and goals

Analyze school data to develop family engagement strategies to achieve school goals and identify potential families to receive additional support

Review the National PTA Standards for Family-School Partnerships to strengthen your program and objectives

Mark the school calendar with concrete dates for family engagement activities and share with parents, students, staff and the community

Nominate a parent to serve on the State School Superintendent's Parent Advisory Council
Join the Georgia PIC Network Local Learning Community (LLC) for your region

Assess the Georgia Family-Friendly Partnership School Award application and program information to evaluate your school's environments and policies

Begin planning for Parent Engagement Month in November by reviewing the resources on the Georgia Department of Education's website