

Parent Coordinator Resource Guide & Toolkit

GETTING STARTED as the PARENT COORDINATOR

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What you'll learn...

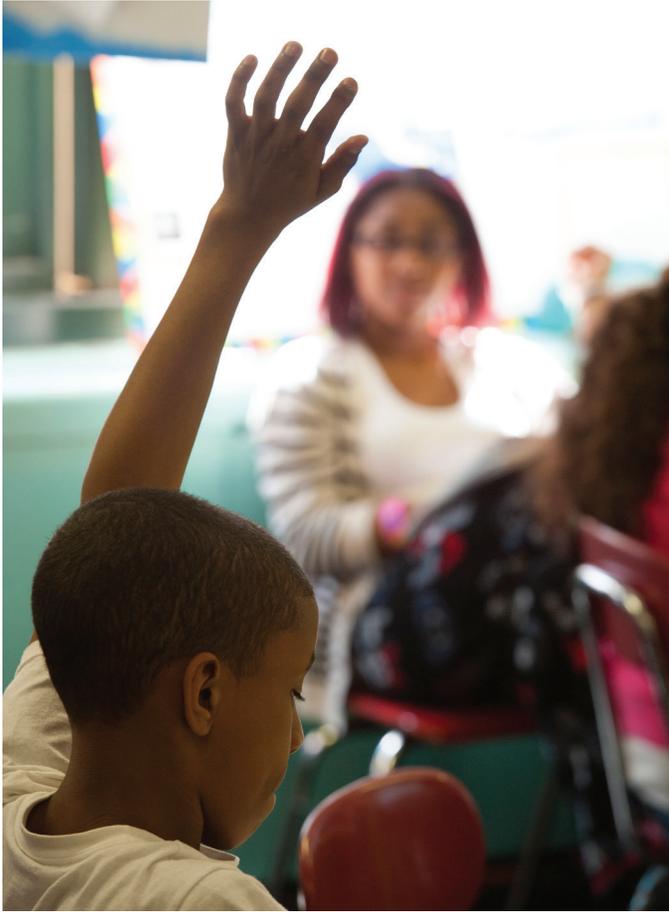
This is a short activity to help you assess 6 basic aspects of your job. By completing this checklist and implementing your action plan, you will become more accessible to parents and staff. You will also be able to more clearly share information about your role in the school with others.

What you'll need...

1. Copy of the Getting Started Checklist.
2. Copy of the Action Plan tool.

What you'll do...

1. Read the information about getting started as a Parent Coordinator.
2. Complete the checklist.
3. Identify every item that “needs attention.”
4. Select 3 priorities.
5. Create an action plan for your 3 priorities.
6. Implement your action plan.



You're the Parent Coordinator...now what?

Whether you were recently hired as a Parent Coordinator or whether you've been in the role for many years, it's a good idea to reflect on your role in the school. Though you are not solely responsible for every parent engagement effort, your position is a prominent one in the school's strategy to involve parents in the student learning process. This tool contains a checklist that will help you, regardless of whether you are new to the job or you are a veteran Parent Coordinator.

Once you complete the attached checklist, you will consider questions about 6 basic aspects of your job—Are you visible? Do you know all school staff? What do you discuss with your principal? What is on your bulletin board? What do parents tell you about their needs and interests? Each of these 6 areas contains a series of statements that you will need to mark as “Already Done” or “Needs Attention.” As you start each year, it's likely that not all of the answers will be “Already Done.” After completing each section of the checklist, reflect on the “Needs Attention” items. In response to the “Needs Attention” items, list the action steps you will take to improve your situation. As you create your list of action steps, also consider what you should discuss with your principal before taking action.

GETTING STARTED CHECKLIST

1. PUBLIC PRESENCE

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I greet families in front of the school BEFORE school each day. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I greet families in front of the school AFTER school each day. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I use different electronic methods to be “seen” (e.g., website, email, texting, social media). |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | Families know where to find me. |

2. SCHOOL STAFF

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I know the names of all school personnel. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I understand the school’s visitor policy. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have a good relationship with all school staff. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I know my school’s Children’s First Network (CFN) staff. |

3. MEETING WITH THE PRINCIPAL

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have reviewed my role, responsibilities, and priorities with the principal this year. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have regularly scheduled meetings with the principal to review activities and projects. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have discussed the school’s learning goals with the principal this year. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I know how the principal wants me to communicate my role to all school staff. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I know which school improvement meetings and which staff meetings I should attend. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have discussed the school’s budget for family engagement activities with the principal. |

4. FAMILY BULLETIN BOARD

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I share information about parent organization events, membership, and meetings. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I recognize and celebrate volunteers and community partners. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I share important event information like conferences, meetings, testing, etc. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | There are pictures of families helping or attending school events. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I share student learning data. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | All posted information is recent. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | The bulletin board is organized and doesn’t overwhelm with too much information. |

5. MY OWN KNOWLEDGE

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have read and can explain my school’s parent involvement policy |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have a strong knowledge of and can use with ease the parent portal system and ARIS. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have read and can explain the Title I Parent Involvement Policies that apply to my school and the district. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | I have read and can explain DOE initiatives. |

6. SURVEYING FAMILIES

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | With the support of my principal, I survey parents to identify skills and talents. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | With the support of my principal, I survey parents to identify parents needs. |
| <input type="checkbox"/> NEEDS ATTENTION | <input type="checkbox"/> ALREADY DONE | With the support of my principal, I survey parents to identify parent availability for events meetings and activities |

Moving to Action

1. List every item that “needs attention” in one of the following 3 columns based on how easy it will be to change.

ADDRESSED EASILY	CAN BE DONE WITH A FEW RESOURCES	NEEDS FURTHER PLANNING

2. Review the items listed in the table above and circle your top 3 priorities.

3. For each of your 3 priorities, use the following table to develop action steps to address each priority.

	PRIORITY 1	PRIORITY 2	PRIORITY 3
PRIORITY			
STEP 1			
STEP 2			
STEP 3			
STEP 4			
STEP 5			
BUDGET NEEDS			

4. Consult with your Principal on ways to implement your plan.