



**Department of  
Education**

*Carmen Fariña, Chancellor*

The Division of Family and Community Engagement (FACE) is delighted to launch the inaugural year of **Parent Coordinator Leadership Institute**.

Parent Coordinator Leadership Institute is a selective year-long professional development series for parent coordinators. Through facilitated training sessions and project based learning, parent coordinators will develop leadership skills, program development and management expertise, and so much more. This year's focus will be on "Developing a Needs Assessment for the School Community".

Parent Coordinator Leadership Institute is FREE and open to those parent coordinators who successful apply for a place in the 2014-2015 cohort.

Throughout the course of the year, participants will receive: -

- 3 professional development sessions tailored specifically for the group.
- An opportunity to showcase their work and their school by hosting a professional development session at their school for other parent coordinators
- An opportunity to present their work at the Spring Citywide Parent Coordinator Conference and/or Parent Community Website – AND
- A visit from Jesse Mojica, Executive Director of the Division of Family and Community Engagement.

If you are interested in applying, please fill out the attached application and return NO LATER THAN WEDNESDAY, SEPTEMBER 17<sup>th</sup>.

Eligible candidates **MUST**:

- Have worked as a Parent Coordinator for at least ONE year.
- Get approval from his/her principal to participate in the program.
- Complete the attached application.

Parent Coordinator Leadership Institute is designed for those parent coordinators who are already engaged and committed to building stronger community between schools and families, and are ready to take their professional growth and work to the next level. Not only will they graduate from Parent Coordinator Leadership Institute with additional skills and resources, they will be poised to become peer to peer leaders and mentors.

**Don't miss this incredible opportunity – APPLY TODAY!**

**New York Department of Education  
Division of Family and Community Engagement**

**Parent Coordinator Leadership Institute  
APPLICATION**

**CONTACT INFORMATION**

<b>Name</b>			
<b>Job Title/Position</b>			
<b>School</b>		<b>Email</b>	
<b>Work Phone</b>		<b>Home Phone</b>	

**APPLICATION INFORMATION**

*Please provide responses to the following questions on a separate document and attach to your application. Please make sure your responses are clearly numbered.*

- 1. Why should you be considered for the Parent Coordinator Leadership Institute?**
  
- 2. What specific skills do you bring to the Parent Coordinator Leadership Institute that would benefit your colleagues?**
  
- 3. List five initiatives that you were responsible for, or very involved in (for example, workshops, events newsletters) that fostered family engagement in your school community.**
  
- 4. What topics and training methods have you used to inform families on education policy, curriculum, social media, etc. ....**
  
- 5. Give 1-2 examples strategies that you have used for family outreach. Were those strategies successful? How do you know?**
  
- 6. Please attach a brief biography and photograph.**

### **Parent Coordinator**

By signing this I agree to participate in all aspects of the Parent Coordinator Leadership Institute, including, but not limited to,

- Attending three professional development workshops (September, 29, 2014, December 2014, February 2015,);
- Present one workshop at my school for other parent coordinators;
- Showcase my family engagement work on the Parent Coordinator Community Website and/or at a citywide Parent Coordinator Conference (May 2015).

Applicant Signature		Date	
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### **Principal**

By signing this, the Principal agrees:

- that the Parent Coordinator will be allowed to participate in all aspects of the Parent Coordinator Leadership Institute during regular work hours, which may include days when school is not in session, and
- to allow the Parent Coordinator to present a workshop at his/her home school for other parent coordinators to attend during regular work hours, which may include day when school is not in session.

Principal Name		Title	
Signature		Date	
E-mail			

The Parent Coordinator Leadership Institute is a pilot program.

Only 60 participants will be selected for the 2014-2015 cohort.

The deadline for application submissions is Wednesday, SEPTEMBER 17, 2014.

The start date for eligible participants is MONDAY, SEPTEMBER 29, 2014.

When completed send to:

Scan and email to [FACE@schools.nyc.gov](mailto:FACE@schools.nyc.gov)

or Fax to 212-374-0076

**DO NOT SEND BY MAIL**