



FYI

THE NEW YORK CITY DEPARTMENT OF EDUCATION

Joel I. Klein, *Chancellor*

Carmen Fariña, *Deputy Chancellor for Teaching and Learning*

Jemina R. Bernard, *Executive Director of The Office of Parent Engagement*
49 Chambers Street, Room 503, New York, NY 10007
Phone (212) 374-2323 Fax (212)374-0076

MEMORANDUM

TO: Regional Superintendents
Deputy Regional Superintendents

FROM: Jemina Bernard

Cc: Carmen Fariña
Regional Directors of Parent Support

DATE: November 7, 2005

RE: Role & Responsibilities of Parent Coordinators

The Office of Parent Engagement has received a number of questions seeking clarification on the role and responsibilities of Parent Coordinators. The guidelines below have been created to further clarify the scope of this position and provide some examples of what activities should and should not be carried out by the Parent Coordinator. Please share this document among your LIS networks and principals, as appropriate.

Overall Role & Goals:

The Parent Coordinator position is focused on:

- (1) being accessible to and assisting parents with issues and concerns related to their child and/or school;
- (2) establishing and maintaining a warm and welcoming school environment for all parents;
- (3) building a positive working relationship with the members of the school community, including the Principal, parents, teachers and children;
- (4) working collaboratively with the school's Parent Association/Parent Teacher Association and lending support as needed;
- (5) developing and implementing effective outreach strategies to engage parents in their children's education; and
- (6) assisting parents in knowing how to support their child's learning outside of school.

Examples of Recommended Activities for PCs:

- Creating a welcoming school environment for parents.
 - o Sending a letter to parents about their role as Parent Coordinator with their contact information and hours when they can be reached;
 - o Posting signs, bulletin boards and other displays at school entrance and/or lobby to inform parents how they can receive assistance and information;
 - o Working with bilingual parents or CBOs to assist in translating outreach materials and translation at meetings.

- Increasing parent involvement in the school.
 - o Hosting parent workshops and meetings on issues of interest to parents;
 - o Surveying parents on information they need from school;
 - o Assisting in outreach to PA/PTA meetings and activities;
 - o Providing information, resources and support for families to support their children's learning at home;
 - o Providing meaningful opportunities for parents to become involved in the school.

- Serving as a facilitator for parent and community concerns.
 - o Serving as point of contact for parents;
 - o Providing information about services provided to students by the DOE generally (e.g., Supplemental Education Services, special education, English Language Learners) and the school itself;
 - o Working with school staff, and Regional/District and Central Parent staff if needed, to address and resolve specific parent concerns.

- Conducting outreach to engage parents in their children's education.
 - o Creating and distributing a school directory for parents;
 - o Organizing events or activities to support parent attendance at key school events (e.g., parent-teacher conferences, back to school week);
 - o Creating outreach materials for parents (e.g., flyers about activities, school calendar of events);
 - o Developing ongoing relationships with community-based and local faith-based organizations to share info about school and identify community resources.

- Supporting work of the PA/PTA, as requested by the Executive Board and approved by the Principal.
 - o Assisting in outreach for PA/PTA activities, meetings and elections;
 - o Providing assistance, where needed, to establish PA/PTA by-laws, assist with nominations and elections;
 - o Working with PA/PTA to assess needs of parents;
 - o Coordinating with PA/PTA on Parent Coordinator's outreach activities and tools (i.e., jointly developing a parent survey, contact list, phone trees);
 - o Attending PA/PTA meetings as an observer when invited to do so.

- Assisting parents in knowing how to support their child's learning outside of school.
 - o Scheduling at least one parent workshop specifically on current curriculum/instructional goals;
 - o Meeting with literacy/math coaches or other instructional specialists in the school so that you are familiar with the current curricula and inquire about possible future instructional workshops for collaboration;
 - o Observing teachers "in action" to better understand current instructional approaches;
 - o Familiarizing yourself with the Interim Assessment website for parents;
 - o Knowing your school's testing schedule for the relevant grade levels;
 - o Gathering information on local resources that are available to help parents support their child's education;
 - o Providing homework help tip sheets for parents;
 - o Conducting outreach and encouraging parents to attend parent-teacher conferences;
 - o Conducting parent outreach on SES Services, if applicable.

ACTIVITIES PARENT COORDINATOR SHOULD NOT BE ENGAGED IN:

While all members of a school staff may occasionally "pitch in" to assist in activities during the school day to assure the health and safety of students, Parent Coordinators generally should not be engaged in:

- Maintaining attendance responsibilities
- Handling bus duty
- Serving as school security
- Lunch duty
- Handling personal errands for Principal or other school staff
- Conducting regular home visits to verify student information
- Escorting students to bathrooms, and in/out of school building
- Monitoring student line-ups, recess and other schoolyard activities
- Substitute teaching
- Supervising early dismissal of students
- Leading fundraising activities for PA/PTA
- Managing or providing oversight to PA/PTA functions