

# PARENT FACILITATOR

## Parent Facilitator Terms and Conditions



### **ROLE OF THE PARENT FACILITATOR:**

The primary role of the Parent Facilitator is to enhance and support parent involvement initiatives that focus on improving student achievement.

### **Special Note:**

Every parent facilitator will be expected to complete an application each year and sign a contract. New facilitators must also receive background clearance before they may begin work.

**No exceptions.**

### **QUALIFICATIONS:**

- Must be a parent/guardian or grandparent of a child enrolled in the school
- High school graduate or GED
- Organized, courteous, possess good communication skills, and easily establishes rapport with staff and parents
- Respectful and listens to parents while being sensitive to District initiatives
- Capable of taking initiative; can make objective decisions that are not based on personal interests or needs
- Inclusive and non-judgmental of all parents, regardless of race, culture, and/or backgrounds
- Able to prioritize and complete tasks in a timely manner
- Maintains confidentiality of sensitive school and parent information
- Some knowledge of computer programs such as Word, Excel, etc.
- Bilingual if there is a significant non-English speaking population

### **SELECTION PROCESS:**

- All interested candidates who meet qualifications are encouraged to complete a Parent Facilitator application.
- All candidates who meet qualifications should be invited to participate in an interview.
- Parent Facilitator interview teams should minimally consist of the school principal (or designee) and Parent Teacher Organization/Association President (or some other elected parent officer or leader). In instances where no elected parent officers/leader exist, then the principal (or designee) shall select a parent to serve on the interview team. Schools are also encouraged to have a teacher and teaching assistant serve on the team (as school funding permits). Schools may also request for a Supervisor of Office of Parent and Family Engagement to serve on the interview team.

### **MONETARY COMPENSATION AND HOURS OF WORK:**

- Parent Facilitator will be guided under terms and conditions of individual contract
- Parent Facilitator **will not** be a BOE employee
- Parent Facilitator shall work:
  - Up to 30 hours per month
  - September 1<sup>st</sup> thru June 22<sup>nd</sup> (excludes all breaks, Holidays, and snow days)
  - Days and times vary based on individual school; however, once a schedule is established between parent facilitator and principal, the schedule must be communicated and shared with parents.
  - Sign-in and out logs should be maintained by Building Principal (or designee)
  - If a building chooses to have more than one facilitator, the \$3000 Parent Facilitator allocation will be divided between each facilitator. In this case, the principal or principal designee must indicate, in writing, the contractual dollar allocation for each facilitator.
  - Submit a monthly report to Parent Involvement/Engagement Supervisor with total number of volunteers
  - Submit a monthly time sheet within 30 days of work performed **(time sheets not received within 30 days will not be processed)**
  - Parent Facilitators may not receive payment for participation on district and school committees.

### **RESPONSIBILITIES OF THE PARENT FACILITATORS:**

- Each Parent Facilitator shall work in collaboration with the School Principal (or Designee) to complete the Parent Involvement/Engagement Plan.
- Attend All SBMT Monthly Meetings
- Attend all training sessions
- Create a welcoming atmosphere in the Parent Room
- Establish a family and community resource area in Parent Room

### **Parent to Parent Communication:**

- Disseminate information to parents and community partners relevant to student achievement
- Make phone calls/send e-mails to maintain ongoing communication with parents
- Maintain parent contact logs
- Encourage frequent two-way communication between home and school
- Turnkey information from parent trainings, PTO/PTA meetings, and other parent events and meetings

### **Recruitment of volunteers:**

- Work with teachers to identify Homeroom Parents
- Conduct beginning of the year survey to identify interests, talents and availability of potential parent volunteers

- Use results of the beginning of the year survey to organize a database of parent volunteers to:
  - Assist in the coordination and training of other volunteers
  - Assist with parent activities
  - Serve in various leadership roles in groups, organizations, or committees such as: DPCC, BPTO, SEPAC, MEAC, SBMT, SCEP, DCIP, etc.
  - Become active members of the PTO/PTA
  - Organize an annual volunteer recognition celebration

**PARENT FACILITATOR DISMISSAL PROCEDURES:**

A Parent Facilitator may be dismissed if the Principal determines that the facilitator is not fulfilling the terms of the contract. However, a Parent Facilitator must be given a chance to improve his/her performance accordingly:

- Step 1: Principal (or designee) meets with the Parent Facilitator to discuss identified concerns and work together to establish an Improvement Plan (see attached).
- Step 2: If the Parent Facilitator fails to effectively implement the strategies outlined in the Improvement Plan within 30 days, then a letter should be generated on school letterhead, with the reason(s) for dismissal and evidence that the Parent Facilitator has not fulfilled the terms of his/her contract. The letter must be signed by both the Principal and the Parent Facilitator and forwarded to the respective Office of Parent and Family Engagement supervisor. If the Parent Facilitator is not in agreement and refuses to sign the letter, he/she must document in writing the reason(s) for the declination and submit to the respective Supervisor of Office of Parent and Family Engagement. The supervisor will confer with the Instructional Specialist of Office of Parent and Family Engagement.
- Step 3: A final decision on dismissal will be rendered and shared with both the school Principal and Parent Facilitator.

If a Parent Facilitator is unable to complete the terms of his/her contract, he/she is asked to provide notification in writing to both the School Principal as well as the respective Supervisor of Office of Parent and Family Engagement at least 30 days in advance.

Should the administrator wish to replace the Facilitator who has resigned, please immediately notify the Supervisor of the Office of Parent and Family Engagement. The school may choose to select a candidate from the list of parents who had been previously interviewed or else conduct a new interview round.