

Job Description

Title I Parent Involvement Coordinator

SAMPLE

- Serve as a liaison between administrators and Title I staff regarding Title I parent involvement issues.
- Provide monthly tips, strategies, and ideas to parents.
- Sponsor parent involvement training sessions to help parents work with their children at home.
- Be knowledgeable on the Title I parent involvement requirements in law.
- Work with Title I parents to update the district and school parent involvement policies and the school-parent compact on a yearly basis.
- Plan classes for parents that model effective instructional strategies.
- Provide regular communication with parents to appraise them of events and opportunities at the school.
- Help to develop a family friendly environment at the school.
- Help families understand the *No Child Left Behind* requirements such as AYP reports, school report cards, the Parents' Right to Know Clause, Dispute Resolution Policy, etc.
- Work with teachers to develop programs, activities, and events geared to reach the families of Title I students.
- Provide school administration and teachers with research articles and handouts for parents.
- Ask parents to evaluate parent involvement workshops and trainings.
- Survey parents to assess the effectiveness of the school's parent involvement program.
- Ensure that parent involvement outreach efforts encompass the six types of parent involvement to reach out to families.
- Compile materials and create files for documentation of compliance with the Title I parent involvement components.