



## Guidance Job Description Chart

**Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.**

Job Description	Examples
Provides parent involvement resources.	<ul style="list-style-type: none"> <li>• Conduct academic-based workshops, classes and activities for parents on a bi-weekly to monthly basis. Make and take workshops are available on GaDOE’s Parent Engagement Program’s website</li> <li>• Create Title I informational material for parents about events and resources that are available which can be sent in the form of brochures, flyers, and/or calendars. Calendars, newsletters and additional publications can be found on GaDOE’s Parent Engagement Program’s website</li> <li>• Contact community members to schedule auxiliary speakers for parent workshops and events throughout the school year</li> <li>• Make arrangements for Title I parents with disabilities, without transportation, or with limited English proficiency to participate in workshops and other education initiatives by hosting the workshop in the community or connecting with your district’s transportation services to provide transportation for parents</li> </ul>
Responsible for program evaluation.	<ul style="list-style-type: none"> <li>• Conduct annual Title I surveys, preferably at the end of the year, to assess the needs of parents at your school and/or district. Make sure you give all parents an opportunity to participate, which may require multiple survey techniques</li> <li>• Review and analyze the results of your Title I surveys to determine the effectiveness of your parent involvement program</li> <li>• Prepare a report, then meet with your principal, school leadership team, and Title I Director to discuss the results of your annual surveys and determine next steps</li> </ul>

Job Description	Examples
<p>Ensures compliance of the school or district's parent involvement program with all state and federal guidelines.</p>	<ul style="list-style-type: none"> <li>• Keep excellent records and documentation of all Title I parent involvement events and activities held throughout the school year</li> <li>• Organize surveys, expenditures, communication to parents, agendas, and minutes by placing copies of all in a binder, folder or other filing system of choice. Electronic filing is not prohibited, but hard copies are required upon officially being monitored by GaDOE staff</li> <li>• Review GaDOE's monitoring document frequently to check for compliance in all areas under Title I Part A, Section 1118 of ESEA. Completing a self-check or analysis of your parent involvement program every few months is encouraged</li> </ul>
<p>Responsible for program coordination and collaboration.</p>	<ul style="list-style-type: none"> <li>• Engage parents in improving student academic achievement by using the National PTA Family School Partnership Standards as a guide or another research-based model for family engagement</li> <li>• Help parents understand the school's academic standards, assessment scores and read report cards by conducting learning sessions that are co-facilitated by teachers and your school's leadership team</li> <li>• Work with parents, teachers, and the school leadership team to create a family-friendly school climate. A good starting point would be using the model that has been provided by GaDOE's parent engagement program</li> <li>• Reach out to other parent engagement professionals such as your parent mentor and homeless liaison to collaborate on parent outreach efforts and academic events. This will decrease duplication efforts and reach more parents at the same time</li> <li>• Seek to involve parents in the decision-making process that effects their child's education, school improvement, and parent involvement activities by inviting parents to school and district meetings that are open for all constituents</li> </ul>

Job Description	Examples
Seek professional development opportunities.	<ul style="list-style-type: none"> <li>• Participate in parent engagement professional development opportunities provided at the local, regional and state level, based on approval from your supervisor and/or Title I Director</li> <li>• Research free parent engagement training opportunities, particularly those provided on-line such as webinars or short classes and participate as needed</li> <li>• Take advantage of the parent engagement presentations that are available on-line to learn more about a variety of topics such as how to build parent capacity, start a parent resource center, and develop family-school-community partnerships</li> </ul>
Provide frequent program updates and professional development to principal, teachers and staff.	<ul style="list-style-type: none"> <li>• Consult with the school principal or leadership team to get on the agenda for faculty and staff meetings. Explain the progress being made with parent involvement initiatives and student achievement then explain the role each person has played in those outcomes</li> <li>• Provide professional development training to faculty and staff on how to communicate and work effectively with parents as equal partners. Professional development training modules have been provided on the GaDOE's Parent Engagement Program's website</li> </ul>
Serve as the liaison between school, parents and the community, relaying the needs of one to the other.	<ul style="list-style-type: none"> <li>• Advise and train Title I parents on how to address academic issues with the school's leadership team and/or teachers during school meetings to ensure both parties remain amiable</li> <li>• Refer parents to the school social worker to assist families with supplemental services such as clothing, food, and shelter to help meet those basics needs required for student success</li> <li>• Help Title I parents understand the educational system so they can become better advocates for their children's education and know who they should contact to assist with various concerns</li> </ul>