



Parent Involvement Coordinator

Job Aid Timeline

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

August-September

- Start the year energized and ready to go! Excite families with meaningful outreach that's relevant to student learning and that will continue throughout the whole school year.
- Remember to nominate a parent to serve on the State Superintendent's Parent Advisory Council. Consult with your Title I Director for more information.
- Between these two months, host your Open House and/or Annual Title I Meeting. The Annual Title I Meeting is an important time to address the following:
 - ✓ Parent Engagement Activities
 - ✓ School Parent Involvement Policy
 - ✓ School-Parent Compacts
 - ✓ School Improvement Plan
 - ✓ Targeted Assistance Plan
 - ✓ School Wide Plan
 - ✓ Comprehensive LEA Improvement Plan (CLIP)
 - ✓ Flexible Learning Program
- Share the results from last year's Title I parent surveys with all members of your school community and talk about the changes that will take effect based on the responses.
- Based on parent needs and results from your parent surveys, reach out to the community and recruit businesses, non-profits, and faith-based organizations that are willing to host various workshops and classes to speak directly with parents throughout the school year.

- Review and revise, as necessary, your *personal* plan of action for parent engagement developed in May, to ensure all initiatives are still current and a priority.
- After confirming concrete dates and times for family and student events, send out a calendar or notice to parents so they can schedule to attend.
- Look at training opportunities that are provided by the Georgia Department of Education Parent Engagement Program throughout the school year, whether through webinars or in person and mark them on your calendar. The PIC 101 Training will be available for new PIC's to attend.
- Assess the Family-Friendly Partnership School application and conduct the Family-Friendly Partnership School Parent Survey if your school is planning to apply for the award.
- Begin to build a sense of school community by developing relationships with new parents and families and maintaining those relationships which have already been established.
- Distribute and complete School-Parent Compacts for signature and make sure parents and students understand their purpose.

October

- Complete one professional development module for teachers and administrators with your faculty and staff members.
- Remember Parent Engagement Month is next month. Set concrete plans for parent events that will include your school and community stakeholders.
- Seek collaboration with other parent and family engagement professionals such as parent mentors, homeless liaisons, and early education school transition coaches. Set regular meeting times, if possible.
- Take part in any professional development opportunities that may be available for you during this time, with proper authorization. These can include local, regional, and/or state level learning opportunities.
- Check in with teachers regarding families and student progress in an effort to address any issues that may impact student learning and achievement.

November

- It's Parent Engagement Month and November 21st is National Parent Involvement Day!
- Submit your application for Georgia's Family-Friendly Partnership School Award, if applicable.

- Share the Family-Friendly Partnership School survey results and outcomes from responses on actions that the school will take with your faculty, staff and parents, if applicable.
- Plan a special celebration or recognition ceremony for parents to acknowledge the importance of their involvement at home and at school. Collaborate with teachers and other staff to get the whole school involved.
- Share the Resolution and Statement on Parent Engagement with your colleagues and parents, which also highlights the importance of this month.
- Share the special thank you letter to parents from State School Superintendent, Dr. John Barge, on Parent Involvement Day.
- Nominate a parent leader for the Georgia Parent Leadership Award.
- Remember to help parents to document their “Best Get Involved Moment” and submit it to the Parent Engagement Program.
- Carefully review the resources and e-mails that are sent out by the Parent Engagement Program and update your “library of resources” with any new material.
- Check in with your parent leaders and decision-making committees to see if they need any assistance or have questions that you can help address.

December

- Make it a goal to deliver at least two make and take parent workshops and one professional development module in addition to your other parent outreach efforts by this point in the school year.
- Complete a mid-year evaluation of your notebooks to make sure that you are keeping excellent records of all parent involvement activities, reports, surveys, funding, program evaluations and communications to parents to ensure that you remain in compliance with all state and federal guidelines.
- Review your *personal* plan of action for parent engagement to assess if you are where you should be and take note of any adjustments that need to be made.

January

- Remember Parent Leadership Month is next month. Set concrete plans for parent events that will include your school and community stakeholders.
- Complete another professional development module for teachers and administrators with your faculty and staff members.

- Start planning a school-wide career and opportunity fair for parents and children to be held during the month of March. This will require more outreach to the community and support from your school's leadership team.

February

- It's Parent Leadership Month!
- Consider conducting a parent leadership seminar that educates parents on how to become part of the school's decision-making process.
- Coordinate or assist with a recognition ceremony for exceptional parents and volunteers to highlight the important role each plays in the success of your school and their child's education.
- Ask your principal to highlight a *benefit* of parent engagement each week during this month through the school's daily announcement system.
- Check in with teachers regarding families and student progress in an effort to address any issues that may impact student learning and achievement.

March

- Take part in any professional development opportunities that may be available for you during this time, with proper authorization. These can include local, regional, and/or state level learning opportunities.
- Research summer learning programs that are available in your area and share these with parents so they can register early.
- Complete another evaluation of your notebooks to make sure that you are keeping excellent records of all parent involvement activities, reports, surveys, funding, program evaluations and communications to parents to ensure that you remain in compliance with all state and federal guidelines.
- Check in with your parent leaders and decision-making committees to see if they need any assistance or have questions that you can help address.

April

- Make it a goal to deliver at least four make and take parent workshops and three professional development modules in addition to your other parent outreach efforts by this point in the school year.
- Examine student achievement results to determine if and how your parent engagement activities impacted student success.

- Conduct an end-of-the-year meeting with your school's faculty and staff to share updates about your parent engagement progress, explain how they contributed to the outcomes and determine as a group what the next steps should be for the upcoming school year.
- This may be a good time to administer your Title I Parent Surveys and distribute a separate survey to incoming parents (i.e., 5th grade parents who are transitioning to middle school) to assess their needs for planning purposes.
- Update and revise your school/district's Title I parent involvement plans for compliance purposes and ask for input from all parents.

May-June

- Distribute the results of your Title I Parent Surveys to your school's leadership team, Title I Director, parents, and community.
- Map out topics of interest and areas of concern for parents based on your surveys.
- Review your *personal* plan of action for parent engagement and assess whether you were successful in reaching your goals this school year.
- Write a summary of your program's success to share with your school's leadership team.
- Document your *personal* plan of action for parent engagement for the next year with the help of your school's leadership team, and tie it to student achievement. Make sure the National PTA Standards for Family-School Partnerships are embedded.
- Remember to create opportunities throughout the year for parents with limited English proficiency and SWD to participate in education initiatives and enrichment workshops.
- Reach out to your principal and Title I Director to set a tentative date for Open House and/or the Annual Title I Meeting. Keep in mind that it is not okay if the two are combined.
- Complete a thorough inventory of items that are missing and needed for your Parent Resource Center, if applicable.
- Schedule your planning meetings with parents and other stakeholders for the upcoming year to review and revise your school parent involvement policy, the school-parent compact, the schoolwide plan and school improvement plan and the FLP, if applicable, as well as get feedback from parents on the parent involvement budget.

June-July (Summer Break)

- Keep contemplating how you will welcome parents, new and old, next month for another great year.