

# Family Engagement Coordinator job aid timeline

Follow this timeline for the school year to develop a plan that will create meaningful family engagement strategies and outreach opportunities that are linked to student learning. Duties must meet allocable and allowable conditions as they relate to supplemental services under Title I, Part A.

## » BEGINNING OF THE YEAR «

### required

#### Notification to Parents of Participating English Learners

Ensure parents receive notification about their right to request information regarding the professional qualifications of their child's teacher

Prior to November 1st, host the Annual Title I Parent Meeting and distribute the School-Parent Compact and District/School Parent and Family Engagement Policies

Prior to November 1st, ensure all School-Parent Compacts are signed and appropriate documentation of completed compacts is collected and maintained

Remember to share the Parent and Family Engagement Policy in multiple ways

Provide District-level training and technical assistance to assist Title I schools with building and implementing their parent and family engagement programs and strategies

### recommended

Reach out and connect with new and returning families and students to introduce yourself and build relationships for the upcoming school year

Collaborate with faculty and staff members to plan ways to integrate family engagement strategies throughout school programs and goals

Analyze school data to develop family engagement strategies to achieve school goals and identify potential families to receive additional support

Review the National PTA Standards for Family-School Partnerships to strengthen your program and objectives

Mark the school calendar with concrete dates for family engagement activities and share with parents, students, staff and the community

Nominate a parent to serve on the State School Superintendent's Parent Advisory Council

Assess the Georgia Family-Friendly Partnership School application and program information to evaluate your school's environments and policies

Begin planning for Family Engagement Month in November by reviewing the resources on the Georgia Department of Education's website

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## MIDDLE OF THE YEAR



### required

Continue sharing and using the School-Parent Compact by reviewing the success and progress of the strategies and activities listed for parents, staff, and students

Plan the best possible method to conduct an annual evaluation of the parent and family engagement policy, program and activities

Determine how all parents will be provided the opportunity to learn about the parent and family engagement budget and provide input for next school year

Begin scheduling opportunities to review and revise the Parent and Family Engagement Policy and School-Parent Compacts with parents, staff, and other stakeholders

Maintain documentation for the school year including receipts, agendas, sign-in sheets, letters, flyers, minutes, pictures, emails and other records

Notify parents of important information and dates for the next school year

### recommended

Celebrate Family Engagement Month by planning special events for families and recognizing the importance of family engagement in your school

Reach out to parents with specific ways they can contribute towards the success of the school both in the school as well as in the community

Plan opportunities to recognize and build parent leaders as part of Parent Leadership Month in February such as a parent leadership seminar to provide parents with the understanding and ability to be part of the school's decision making process

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## END OF THE YEAR



### required

Ensure all parents have an opportunity to complete the annual evaluation by offering multiple methods and opportunities for parents to provide feedback

Coordinate with appropriate programs and schools to provide parents of rising students with helpful information about what to know and expect for next year

Analyze and review results from the annual parent and family engagement evaluation and be sure to share a summary of the results with stakeholders

Collect feedback from all parents regarding the use of parent and family engagement funds and review the budget in relationship to their input

Revise the Schoolwide Plan, Comprehensive LEA Improvement Plan (CLIP), School/District Parent and Family Engagement Policy and School-Parent Compacts with all parents having the opportunity to provide input and suggestions

Maintain documentation for the school year including receipts, agendas, sign-in sheets, letters, flyers, minutes, pictures, emails and other records

Notify parents of important information and dates for the next school year

Prior to July 1st, notify parents of their IntraDistrict Transfer Options

### recommended

Share updates and progress about the family engagement program with faculty and staff to determine what future steps should be for next year

Help plan transition programs for rising students and their families

Examine student achievement results to determine the impact of family engagement on student academic achievement

Utilize results from parent surveys and input with school achievement data to map out areas of concern that need to be addressed next school year

Take time to recognize parents who contribute towards the success of the school, classrooms, and their child's education by listening to them and thanking them in various ways

Look for ongoing ways to communicate with your families as well as how to engage them in the student achievement process

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## » THROUGHOUT THE YEAR «

### **required**

Provide all parents with an understanding of the school curriculum and assessments as well as how to monitor their child's progress

Schedule professional learning opportunities throughout the year for faculty and staff to learn and practice family engagement strategies

Plan opportunities and strategies that will build parent capacity and communicate these opportunities with all staff, families, students, and the school community

Develop opportunities and implement strategies to build school and parent capacity by hosting events, developing resources and providing assistance

Share information with families about how they can support their student's learning and assist in their child's academic achievement

Remember to provide opportunities throughout the year for parents with limited English proficiency, disabilities, and parents of migratory children

Assess the methods used to communicate information with parents to ensure access for all parents as well as provide information in an understandable format

Be sure to review your files and records to maintain proper documentation and ensure compliance with all state and federal guidelines

Offer opportunities and resources for families to gain skills and knowledge that will help them assist their student with assessments

Provide parents with the resources and technology to work with their child to improve their child's achievement

### **recommended**

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Analyze school data to develop family engagement strategies to achieve school goals and identify potential families to receive additional support

Review the National PTA Standards for Family-School Partnerships to strengthen your program and objectives

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