

resources & responsibilities

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

Area of Responsibility

GaDOE Resources

COMMUNICATION AND TRAINING

<ul style="list-style-type: none">• Conduct academic-based workshops, classes and activities for parents on a bi-weekly to monthly basis• Create informational materials about available educational resources and opportunities for parents• Coordinate with community members to seek auxiliary speakers and additional resources for parent events• Utilize various methods of communication (flyers, email, social media, text message, phone call, invitations) to reach all parents and ensure successful delivery of information from the school	<ul style="list-style-type: none">• Make and Take Workshops• Get Involved Videos and Resources• School Transition Brochures• Family's Guide to Title I ESSA Brochure
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PROGRAM COORDINATION AND COLLABORATION

<ul style="list-style-type: none">• Communicate with teachers, administrators and faculty members to ensure that family engagement strategies are integrated across school programs, policies and initiatives• Use the National PTA Family-School Partnership Standards or other research based model on family engagement to engage parents in improving student academic achievement• Offer opportunities to help parents understand the school's academic standards, curriculum, assessments and student progress by collaborating with teachers and administrators• Work with parents, teachers, and the school leadership team to create a family-friendly school climate• Reach out to other school personnel such as your parent mentor, school counselor or social worker to collaborate on parent outreach efforts and academic events• Involve parents in opportunities to learn about their child's education and become part of the decision-making process that affects their child's education, school improvement and family engagement by encouraging parents to attend applicable school and district meetings	<ul style="list-style-type: none">• Georgia Family-Friendly Partnership School Initiative (Application, Virtual Tour, Walk-Through Exercise, Scenarios, and Parent Survey)• National PTA Family-School Partnership Standards Strategy Sheet and Crosswalk to Build Capacity• Family Engagement Presentations• Webinars• Family Engagement Conference
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TITLE I, PART A COMPLIANCE

<ul style="list-style-type: none">• Maintain excellent records and documentation of all Title I parent and family engagement activities, events and communications throughout the year• Organize surveys, expenditures, correspondence to parents, agendas and minutes by keeping copies in a notebook, folder or preferred filing method Electronic filing is encouraged• Complete a self-analysis of your parent and family engagement program at least twice a year to ensure policies, procedures and documentation are in compliance with Title I, Part A Section 1118 of ESEA	<ul style="list-style-type: none">• Systemic Family Engagement Handbook• Webinars• GaDOE Checklists• Parental Involvement Guidance, Templates, and Samples• Parent Notification Letters
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BUILDING SCHOOL CAPACITY

<ul style="list-style-type: none">• Provide professional learning to faculty and staff on how to communicate and work effectively with parents as equal partners• Offer ongoing support and beneficial strategies to assist faculty and staff in building strong relationships with families to support student academic achievement• Complete a needs assessment of your school with faculty, staff, and parents to determine important issues and topics for professional learning• Collaborate with school leadership and teachers to include family engagement strategies as part of the school focus and available resources	<ul style="list-style-type: none">• Modules for Professional Learning• Engaging Topics and Professional Learning Strategy Sheet• Family-School Partnership Program Presentations• EdCamp
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FAMILY SCHOOL LIAISON

<ul style="list-style-type: none">• Advise and assist Title I parents in order to address academic issues with their child's teachers and/or school leadership• Refer parents to the school social worker and school counselor to assist families with supplemental services to help meet the basic needs required for student success• Help Title I parents understand the educational system so they can become better advocates for their child's education and know the best person to contact to assist with various concerns• Plan events, programs and activities to build and recognize parent leadership in your school to continually promote and strengthen the role parents play in their child's school	<ul style="list-style-type: none">• State School Superintendent's Parent Advisory Council• Parent Leadership Development Guide• Parent Leadership Manual• Parent Leadership Strategy Cards
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PROGRAM EVALUATION

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| <ul style="list-style-type: none">• Conduct an annual evaluation of your Title I parent and family engagement program, preferably near the end of the school year, to assess the effectiveness of your family engagement activities at your school/district• Review and analyze the results of your Title I survey or alternate method of evaluation to determine the overall effectiveness of your parent and family engagement program• Prepare a summary report of the results to share with your principal, school leadership team, and Title I Director to discuss the findings and determine the most appropriate plans for next year | <ul style="list-style-type: none">• Title I Parent and Family Engagement Survey Templates (Elementary, Middle, High School and District)• Summary of Evaluation Tools Handout• Annual Evaluation Focus Group and Facilitated Discussion Templates• Checklist for Effective Title I Parent and Family Engagement Surveys |
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PROFESSIONAL DEVELOPMENT

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| <ul style="list-style-type: none">• Participate in family engagement professional development opportunities provided at the local, regional, and state level based on authorized approval• Seek free family engagement training opportunities, particularly webinars or short classes offered online• Connect with other family engagement professionals through the Georgia FEP Network to offer support and share promising practices• Review family engagement literature and follow the latest research and articles in family engagement to build a library of resources | <ul style="list-style-type: none">• Regional Family Engagement Network Meetings• Georgia Family Engagement Conference• Family Engagement Webinar Series• Monthly Family Engagement Program Announcement• Family Engagement Coordinator Job Aid Guidance and Timeline• FEC Spotlight Webpage |
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