

# Family Engagement Coordinator

# tip sheet



## DO

- ✓ Allow all parents to have an equal opportunity to give feedback on school-related issues that impact their child and input into the Title I programs and plans.
- ✓ Ensure your Annual Title I Parent meeting is strictly an informative meeting for parents and hosted at a time and location that is convenient for families; if necessary, offer the meeting at multiple times.
- ✓ Seek parent support and attendance at meetings by sending out the agenda beforehand, advertising the event in multiple ways, and including topics that parents have expressed an interest in learning how to assist in the academic achievement of their child.
- ✓ Seek parent and student input when developing your school-parent compacts and make sure that all parties are fully aware of their accountability.
- ✓ Educate your teachers, administrators, and school staff as well as parents about your role as it relates to parent engagement, provide them with frequent updates and inform them about how their support can help you be more successful in your role.
- ✓ Seek input and collaboration with your professional allies such as the homeless liaison, school counselor, parent mentor, social worker, early education partners, and graduation coaches. Work smarter!
- ✓ Research, research, research opportunities for professional development and training on your own. Take advantage of webinars and on-line trainings that are provided without the cost of travel expenses.
- ✓ Make it a practice to ALWAYS keep documentation of your work. Keep agendas, minutes, and sign-in sheets from all parent meetings in a notebook or other filing system of choice. Send out parent notices on time each year and maintain the required documentation.
- ✓ Reach out to your community partners for their support in recognizing exceptional parents and establish a set time to administer such awards. This will provide an opportunity for parents to work towards an achievement and sense of accomplishment.
- ✓ Proactively seek ways to improve family engagement at your school/district. It is imperative that you strive to remain in compliance according to federal guidelines, but you should also make it a goal to have a quality program that genuinely benefits parents and students.



## DON'T

- ✗ Invite the same parents or rely solely on your parent advisory group, PTA, or PTO for parental support and feedback on certain school related issues.
- ✗ Choose a time and location for the Annual Title I Parent meeting that is most convenient only for the staff and use the meeting to gather parent input on the Title I program, plans, and requirements.
- ✗ Entice parents to attend meetings based solely on food being served. (Remember when food is to be served, light refreshments only may be provided through Title I).
- ✗ Ask parents and students to sign school-parent compacts that have not personally been explained to them and/or that they have not helped you to develop.
- ✗ Assume that all of the teachers, administrators, school staff, and parents know what your role is as it relates to family engagement.
- ✗ Make your job twice as complicated and three times more stressful by continuing to do everything alone without the input and help of others.
- ✗ Rely solely on your Title I Director, principal, and the Georgia Department of Education for professional development training in family engagement.
- ✗ Wait until you are notified that you will be monitored to start getting organized, complete necessary documentation, and send out the required notices to parents.
- ✗ Spend an excessive amount of time and resources on providing incentives, gifts, and other forms of notoriety to parents throughout the entire school year. (Remember Title I funds cannot be used to provide incentives or gifts).
- ✗ Do the bare minimum to meet all federal guidelines that are required for you to remain in compliance.

**Family-School  
Partnership  
Program**

