Job Description
Title I Parent Involvement Coordinator

SAMPLE

➢ Serve as a liaison between administrators and Title I staff regarding Title I parent involvement issues.

➢ Provide monthly tips, strategies, and ideas to parents.

➢ Sponsor parent involvement training sessions to help parents work with their children at home.

➢ Be knowledgeable on the Title I parent involvement requirements in law.

➢ Work with Title I parents to update the district and school parent involvement policies and the school-parent compact on a yearly basis.

➢ Plan classes for parents that model effective instructional strategies.

➢ Provide regular communication with parents to appraise them of events and opportunities at the school.

➢ Help to develop a family friendly environment at the school.

➢ Help families understand the No Child Left Behind requirements such as AYP reports, school report cards, the Parents’ Right to Know Clause, Dispute Resolution Policy, etc.

➢ Work with teachers to develop programs, activities, and events geared to reach the families of Title I students.

➢ Provide school administration and teachers with research articles and handouts for parents.

➢ Ask parents to evaluate parent involvement workshops and trainings.

➢ Survey parents to assess the effectiveness of the school’s parent involvement program.

➢ Ensure that parent involvement outreach efforts encompass the six types of parent involvement to reach out to families.

➢ Compile materials and create files for documentation of compliance with the Title I parent involvement components.