



Roles and Responsibilities of Parent Coordinators

The Parent Coordinator is a member of the school staff and is supervised by the school principal. Each Parent Coordinator should partner with and support the work of the school parent/teacher association, school leadership team, community groups and parent advisory councils. Primary responsibilities, along with sample activities, include the following:

1. Create a Welcoming School Environment for Parents

- Send a welcome letter to parents with your contact information and hours
- Post signs, displays and bulletin boards at the school entrance about how you can be reached
- Work with bilingual parents to assist in translation of outreach materials

2. Increase Parent Involvement in the School through Outreach Programming

- Create and distribute a school directory for parents
- Survey parents to determine information they need from school
- Host parent workshops and meetings on issues of interest to your community and assist outreach efforts of Parent/Teacher Association
- Develop ongoing relationships with community- and faith-based organizations to share information about the school and identify community resources
- Provide information and resources that can help parents to support their children's learning at home

3. Support your School Principal in Addressing Parents' Concerns

- Serve as the point of contact for parents
- Provide information to parents about NYCDOE supplemental services
- Work with the school staff, Regional/District and Central Parent staff to address and resolve specific parent concerns

4. Support Parents Association/PTA

- Assist in outreach for activities and to access needs of parents
- Provide assistance, as needed, to establish PTA by-laws, nominations and elections
- Attend PA/PTA meetings as an observer