



Parent Coordinator Best Practices Checklist

✓	Task
	Create and distribute surveys to determine needs, identify days and times that most parents are able to attend meetings and workshops, and determine topics of interest, ideas from parents.
	Host regular parent workshops on a variety of topics of interest. The ParentCoordinatorNYC website features video and print resources for turn-key programming on topics ranging from building resilience and bullying, drug and alcohol prevention to building health and wellness and digital citizenship.
	Create event flyers and publicize in various ways: post in the school and community, copy and send home in the child's backpack, post on the school's website, send direct email to parents.
	Create a calendar of school events, key testing and event dates.
	Maintain a section or create a monthly message on the school website.
	Attend a PA/PTA meeting as a guest speaker.
	Enlist support from and share ideas with other parent coordinators.
	Attend professional development opportunities provided by the NYCDOE.
	Develop relationships with faith- and community-based organizations that can support parents and students.
	Develop relationships with key administrators and team leaders within your school.