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