

FY 2009 QUESTION NUMBER: 3

QUESTION:

Provide the job description for Parent/Community Coordinators. Where are the current Parent/Community Coordinators located? Are there currently performance measures in place to evaluate effectiveness? If so, provide additional information. How will the six additional positions be deployed?

BUDGET PAGE REFERENCE:

ANSWER:

Attached are job descriptions for the Parent/Community Coordinator and ESOL Parent/Community Coordinator positions. The job description for the Parent Community Coordinator assigned to the Division of Family and Community Partnerships (DFCP) is being revised. It includes many of the same duties and responsibilities as the ESOL Parent Community Coordinator, as well as these additional functions:

- Provide training, support, and technical assistance to build schools' capacity to implement Board of Education policies and the MCPS strategic plan around parent and community involvement
- Support the school improvement process by assisting schools with strategies to engage parents and serving on school family involvement committees
- Present systemwide parent workshops (e.g., Parent Academy, Conquista tus Sueños) and serve as Study Circle facilitators
- Work with parents of students receiving special education services to support the special education decision-making process and to share information and resources (i.e., attending IEP and EMT/CAP meetings)
- Help parents navigate the school system and respond to specific requests for support from parents and schools (i.e., parent-teacher conferences, suspension and expulsion hearings, accessing community resources)
- Collaborate with community organizations (e.g., Linkages to Learning, GBTLA Saturday School) to conduct parent meetings and trainings
- Support school volunteer programs
- Maintain and analyze data on parent and community outreach services

**Current Assignments and Performance Measures**

Currently, there are 16.5 parent community coordinators in the Division of ESOL/Bilingual Programs, 5.225 in the Division of Title I Programs, 6.0 parent community coordinators in the Division of Family and Community Partnerships, and 2.2 positions are budgeted in the K-12 budget. Parent community coordinators in central office are assigned to schools using a variety of criteria including: Adequate Yearly Progress and ESOL enrollment data, status as a Title I school, referral by the Office of School Performance, and identification as a Middle School Reform Phase I school. Performance measures that are in place are aligned with the Supporting

Service Professional Growth System, as well as specific legal mandates. All of the offices with parent community coordinators analyze data from workshops conducted by parent community coordinators, reports of services provided, and feedback from schools served. The Parental Involvement Cross Functional Team will be developing more specific performance criteria, based on the six standards of parental involvement included in Board of Education Policy ABC, *Parental Involvement*, which can be aligned with the Professional Growth System.

### **Deployment of Additional Positions**

The additional bilingual parent community coordinators budgeted for FY 2009 will be assigned to the Division of Family and Community Partnerships. This includes 6.0 positions added as a budget initiative and 2.0 through a realignment of other positions in the division. They will be assigned to work in 5-6 schools on a weekly basis based on the following criteria:

Office of School Performance identification of priority schools. Each community superintendent will be assigned one of the new parent community coordinators and will identify schools in their clusters that need more intensive support and assistance in their parent involvement efforts.

Phase II schools (9) in Middle School Reform initiative.

Schools in the Maryland State Department of Education school improvement process.

In addition, parent community coordinators will respond to individual school requests for support and assistance, and continue to work on systemwide programs such as The Parent Academy, Conquista tus Suenos, Study Circles, Partners for Success (for parents of students receiving special education services), and the George B. Thomas, Sr. Learning Academy, Inc.

