

Parent Coordinator Recruiting Procedure

PARENT COORDINATOR JOB DESCRIPTION

- Attend parent coordinator training in June
- Utilize MWPC Manager software throughout the year as required
- Establish communication with each family in the class prior to the teacher letter being sent out in August
- Welcome new families, introduce them to the classroom and offer to coordinate a buddy family for them
- Assist teacher in early August gathering rotation and committee preferences
- Make contact with classroom board representative and ensure class is aware of board representative role
- Attend class orientation, reviewing necessary material with parents as outlined by VP of Classrooms and teacher
- Assist teacher as needed with scheduling rotations and committees for the school year
- Compose and distribute a calendar of parent work schedules and committees
- Consult with VP of Committees about parents from class assigned to program-wide committees
- Coordinate and gather all PCEP and district paperwork as specified
- Maintain classroom communications utilizing email and mailboxes
- Offer support and assistance to the teacher and parents as needed
- Communicate with parents regarding parent participation issues (parent meeting attendance, rotation fulfillment, committee duties)
- Assist parents in utilizing proper communication channels for concerns

Parent Coordinators (PCs) for the following school year should be selected by May 15th so they may be informed about the PC training in June. Placement in a particular class cannot be secured by accepting a PC position. Student placement is based on student needs and creating balanced classrooms. If it is determined after class placement that the children of both PCs are in the same class, teachers will confer to select another suitable candidate. Individuals being considered for Parent Coordinator positions should be members in good standing, having fulfilled all PCEP participation requirements as stated in the Parent Participation Agreement. In addition, the prospective Parent Coordinator must be willing to complete the duties of the position as stated in the Parent Coordinator job description. Incumbent PCs will not be eligible to repeat for the same child (except in the case of the 7th grade PC.)

The process for selection of PCs is as follows:

1. VP of Classrooms will contact teachers by email 4 weeks prior to the deadline requesting a list with a potential PC, and a backup PC.
2. Teachers will confer with colleagues to determine suitable candidates, and email a list to the VP of Classrooms.
3. VP of Classrooms will contact the individuals to determine if they are interested in the position, and contact teachers with the final list.