# Families as Partners Roles & Responsibilities

Detailed below are the critical roles and responsibilities of this project. Please note that cofacilitators/ alternates can and should be listed to support each role. Staff can be compensated for any work detailed below that is completed outside their regular work day, however they must clock in under our grant code to be compensated.

Our goal is to approximately 5 compensated parent leaders at each campus. They will serve as trainers in the train the trainer model. Our outside partner will be responsible for administering compensation, convening them monthly for training and planning and delivering individual coaching for each leader. Parents who are not ready for this level of commitment, may also play a non-compensated leadership role through volunteer support and strategy teams.

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| Responsibilities | Role | Cofacilitator(s)/ Alternate  (write in names) |
| * + Attend 1 monthly mtg. and training with vendor   + Attend additional trainings offered by AISD staff as needed   + Commit to support 1 strategy which includes:     - Outreach & volunteer coordination (if needed)     - Delivery of training to other parents     - Attend Think Tank meetings at their campus     - Mentor new parent leaders   + Parent leader service terms will be at least 1 semester to receive the stipend. | Parent Leader (Compensated)  List names of parents who might be a good fit for this role: |  |
| * Attend at least 5 principal/stakeholder meetings a year, attend Think Tank meetings at their campus (every 4-8 weeks) and meet with project staff and parents as needed to implement strategies and schedule staff development opportunities. They will also be asked for feedback on the project and may be asked to disseminate a staff survey. * Offer time for at least 1 training per year for all staff (per grant requirements, at least 90% of staff must attend 1 grant related activity per year.) * Serve as a demonstration school for Year 3 campuses. | Principal | Assistant Principal |
| * Parent Support Specialist play a critical role in the project, they will be asked to attend monthly PSS cohort meetings, assist with planning and delivery of parent training and engagement, outreach and turnout. * Assist in the collection feedback from parents and staff, and enter parent attendance into eCST, as is already a part of their AISD role. * They will receive guidance from Year 1 PSSs and will be asked to help mentor Year 3 PSSs in the final year. PSSs will also be offered additional professional development opportunities. * Update campus Action Plans throughout the school year. * Assist in documentation of grant related activities, including the collection of sign in sheets, agendas and meeting minutes. * Schedule and host campus Think Tank Meetings and ensure parent turnout for this event. This includes arranging for childcare and refreshments (which will be paid for with FAP grant funds). * Work closely with the campus bookkeeper and the Think Tank to determine how funds will be expended and report all grant related expenditures to the FAP project staff. | Parent Support Specialist |  |
| * Campus Bookkeepers/Timekeepers must work closely with project staff to enter supplemental and extra-duty pay, allocate and make purchases with grant funds and submit receipts and invoices to project staff for record keeping. Training will be provided by grant staff. | Bookkeeper | No alternate likely for this role |
| * A small cohort of campus staff may elect to participate in the Think Tank, which will meet every 4-8 weeks. In addition, they will need to attend occasional strategy meetings specific to their area of interest. Typically, there have been between 6-10 staff on each Think Tank in addition to the principal. They may be compensated by the FAP grant to attend these meetings. * Campus staff may also be asked to support Parent Academies and other engagement events (presenting, providing childcare, etc.) and may be compensated for their time through the FAP grant. * When appropriate and related to a specific strategy, staff may be compensated by the FAP grant to plan and execute parent training and engagement activities. * All campus staff will be offered additional training opportunities both internal and external will be compensated to attend. | Teachers and Staff |  |