



New Parent Liaison Check List

Survey your work space and consider:

- Does it have easy access for families
- Are your hours posted in clear view
- Is it close to front office or other high activity area on campus
- Will space accommodate families to work on projects, attend classes, meet, etc.
- Is the area stocked with information, materials, and resources
- Does it have computers for family use

If the answer is no to any of the above, take note to discuss with principal or designated supervisor to explore options or other accommodations

Acquaint yourself with front office personnel. Familiarize yourself with visitor check-in procedures for families. Which binder is used, badges, check-out, etc. Ask if there is anything in particular they would like to pass on to families; whether it be preferences, forms or information to keep stocked in your area. Establish good communication and a healthy relationship with all staff.

Make an appointment as early as possible to meet with the principal or designated supervisor to:

- Define your role, responsibilities, and priorities for your position.
- Develop a schedule for regular meetings to review projects, touch base, provide updates, ask questions, exchange ideas, when and how to update staff
- Become informed of school goals
- Link to learning and is there a contact resource person for guidance and to share educational expertise
- Learn how you will be introduced to the staff and how your contributions will be identified and connected to support learning at home
- Leadership's vision of services, program implementation, connecting with the community, family, staff collaboration etc.
- Will you be part of school improvement team/meetings, staff meetings, Title meetings. How will you participate?
- Inquire if home visits will be done? Are there criteria, parameters or procedures for home visits?
- Inquire about funds available to fulfill services and programs. What procedures do you follow for expenditures?

Be visible. Plan to be in front of the school or place on campus to greet families as they bring children to school. Introduce yourself and share information about your services and upcoming events. Repeat this at the end of the school day.

With leadership approval or working with administrator, develop surveys to:

- Identify skills and talents of family community to utilize for school and educational enhancement and support

- Identify community needs and interests to facilitate partnership by being responsive
 - Identify what workshops will be offered
- Develop or regularly update a colorful and interesting FAMILY BULLETIN BOARD which includes:
- Parent organization information of events, membership, meetings/activities, and contact information
 - Recognition and celebration of volunteers and community partnerships
 - Important events, such as Title meeting, conferences, testing, etc
 - Pictures of families helping or attending school events
 - Specific volunteer opportunities such as painting school benches, organizing books in media center, phone calls to new families, etc. Be sure to list days, dates, and times and contact information
 - Parent Resource Center Schedule of Events
 - Activity calendars
- Do NOT:
- Leave old information posted
 - Flood the board with information which makes reading it difficult or annoying
 - Display political or controversial information
 - Put post complex or lengthy information. Instead provide instruction: "get your copy of the school improvement recommendations in front office."
- Learn about school or community boards, meetings and events and JOIN. This increases awareness of organizations, services, and partnerships which benefits the entire school community.
- Research and update community resources beneficial to families and create a directory for easy reference. Contact or visit newly identified agencies and organizations to determine who qualifies for their services and ask what type of documents will be needed
- Identify resources for child care, i.e. funds, volunteers, space, activities, etc
- Maintain a planner for events and daily tasks
- Use evaluations to assess workshops and activities. If one has not been created, create your own or use the PIRC-provided evaluation. Evaluations with a pre and post feature work best to reflect progress
- Create a binder to keep track of data: workshop topics, attendance, evaluations and surveys
- Increase your value! Develop tip sheets, write articles for web site, newsletters, create your own family newsletter, brochure about your services, establish community partnerships, and apply for grants!