

Clarifying Family Engagement and Volunteer Support Positions

MTSS Family Engagement Facilitator This position is district-based. Each Family Engagement Facilitator is assigned to all schools within a specific feeder pattern/cohort.	Family Engagement Site Contact This position is site-based, and must be filled by a certified staff member and funded through a Level A supplemental.	Volunteer Site Contact The person filling this position (staff member, parent or community member) is responsible for coordinating school volunteers and volunteer activity.
<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Working with Principals, MTSS Leadership Teams, Cohort Support Teams and Instructional Coaches to support family engagement components of MTSS. • Creating a support system for each cohort of family engagement contacts through monthly training sessions and follow-up activities. • Attending Family Engagement Teams meeting for schools in their assigned cohort to present strategies and resources and to support development and implementation of Family Engagement Action Plans. • Assisting with planning and presenting Family Engagement and MTSS information at Volunteer Site Contact monthly meetings. • Developing researched-based materials that will be disseminated to staff through training sessions and the family engagement website. • Ensuring Title 1 compliance through support to schools on compacts, policies and the District Parent Advisory Council. 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Providing leadership and facilitation to the school Family Engagement Team in efforts to implement MTSS. • Attending monthly Family Engagement Site Contact meetings to acquire information on research, best practices and resources. Establishing a link from district training to Family Engagement Teams to staff. • Utilizing resources from training meetings and the family engagement website to support team and staff planning. • Helping to build capacity in their buildings to welcome, honor and connect all families. • Sharing resource materials to support team and school-wide implementation of Family Engagement Action Plan, compact and policy. • Participating in the evaluation of family engagement practices to ensure fidelity of implementation. <p>All resources are available on the family engagement website: www.familyengagement.weebly.com </p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Working collaboratively with school and district staff, parents and community members to recruit, train and assign volunteers. • Participating in monthly Volunteer Site Contact training. • Coordinating efforts to support tutors, mentors and other school volunteers. • Surveying families and working with building staff to identify school volunteer needs. • Assisting in aligning volunteer efforts with MTSS (academic and behavior goals) and school improvement. • Identifying and supporting school connections with business and community partners. • Coordinating volunteer efforts with family engagement, Site Council and community initiatives. • Working with staff to provide ongoing recognition for all volunteers. • Maintaining documentation of volunteer and partner hours and activities.

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