



**Dr. Pamela C. Brown**  
*Superintendent of Schools*

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*Associate Superintendent for Educational Services*

## **GUIDELINES FOR PRINCIPALS: PARENT FACILITATORS**

### General Information

1. All schools, including non-Title I schools, will assign a Parent Facilitator(s).
2. Principals will communicate to school families that you are requesting candidates for a parent facilitator(s).
3. A Parent Facilitator is eligible for an annual stipend of up to a maximum of \$2000 per building to be assigned to one volunteer or split among up to 2 volunteers. A non-SIG school does not receive more than a total of \$2000 per school year.
4. SIG schools only, that have budgeted additional dollars, may utilize up to a maximum of \$5000 stipend reimbursement per Parent Facilitator and assign up to 3 Parent Facilitators depending on the total budgeted allocation. The schedule created by the principal may not result in stipend reimbursements for any combination of schedules or Parent Facilitators beyond the total budgeted amount in the School Improvement Grant.
5. The stipend is calculated by a reimbursement of up to \$40 per day for a minimum 4 hour day of volunteer service
6. Principals may split that time in various ways to spread out the service among more than one volunteer and across more days of the year. (e.g., 2 hours a day for a stipend of \$20, more than one Parent Facilitator, etc.). The log-in form will provide such options.

### Application Process

1. Have candidates complete the Volunteer Application (attached).
2. The Principal will interview candidates. Please interview all candidates that submit a volunteer application.
3. The principal will select the candidate(s) of their choice. The name(s) and copy of the volunteer application must be forwarded to Gwen Humphrey on LOTUS email.

4. Candidates will be required to complete a screening process that includes a full background review. Candidates will be contacted by Gwen Humphrey to complete this process. October 15-19 will be designated days for conducting the fingerprint reviews at 720 City Hall from 9:00am-5:00pm.
5. Once cleared for volunteer service, the candidates will be made available for assignment to your school.

#### Parent Facilitator Responsibilities

1. See attached job description.
2. Parent Facilitators complete their duties under the supervision of the principal.
3. Parent Facilitator schedules are developed and assigned by the principal. Parent Facilitators are unable to increase or decrease their scheduled time in buildings without permission from the building principal.
4. Principals are expected to contact Associate Superintendent Will Keresztes for assistance in resolving concerns involving the duties of assigned Parent Facilitators.

(9/26/12)

**BUFFALO PUBLIC SCHOOLS**  
**PARENT FACILITATOR VOLUNTEER ROLE DESCRIPTION**

- **Must attend All SBMT Monthly Meetings**
- **Must attend all training sessions**
- **Create a welcoming atmosphere in the Parent Room/Area for parents that contains family and community resources**
  
- **Collect and Disseminate Information**
  - Distribute and collect Parent Climate Surveys by the end of the first marking period
  - Disseminate information to parents and community relevant to student achievement
  - Submit a monthly report to Parent Involvement Coordinator with total number of volunteers
  
- **Parent to Parent Communication**
  - Make phone calls/send e-mails to maintain ongoing communication with parents
  - Maintain parent contact logs
  - Encourage frequent two-way communication between home and school
  - Assist school in producing a monthly school newsletter with up to date information about the school, special events, organizations, meetings, parenting tips, Parent University, Title I etc.
  - Encourage and assist parents in registering for Parent University
  
- **Recruitment of volunteers**
  - Conduct beginning of the year survey to identify interests, talents and availability of parent volunteers – 2 Hour Power
    - Assist in the coordination and training of volunteers
  - Use results of the beginning of the year survey to organize a database of parent volunteers to:
    - Assist with parent activities
    - Serve in various leadership roles such as DPCC and SBMT
    - Become active members of the PTO/PTA
  - Organize an annual volunteer recognition celebration
  
- **Parent Facilitator shall work in collaboration with the Administrator to ensure their school is in full compliance with Title I mandates.**

(9/2012)