

# DISTRICT FACILITATORS' TASKS AT THE START OF THE SCHOOL YEAR

## At each school:

- Schedule a meeting with each principal and the chair or co-chairs of the Action Team for Partnerships (ATP) to discuss the school's *One-Year Action Plan for Partnerships*, goals for family and community involvement, and how the facilitator can best assist the school.
- If invited to do so, present information on the district's program of school, family, and community partnerships at back-to-school nights or other school meetings of the faculty, parent organization, school council, or other groups. Or, attend these meetings to support the chair or co-chairs of the ATP.

## With the chair or co-chairs of each ATP:

- Set a date for the first meeting of the full team.
- Check that the ATP replaced team members who left the school.
- Collect lists of contact information for members of the ATP and team and committee leaders (pp. 107–108 and *Handbook CD*) and give copies to all ATP members.
- Review and discuss activities in the *One-Year Action Plan for Partnerships*, and check which activities are scheduled in the next month or two.
- Discuss the responsibilities of team members and others to ensure that the planned activities will be well implemented and on schedule. Provide direct assistance as needed.
- Commend the ATP members for their service to the school.

## In the district office:

- Meet with the director of school, family, and community partnerships or your immediate supervisor to discuss the year's partnership plans.
- If possible, attend and participate in the superintendent's meetings of principals, community and parent groups, or other groups.
- Contribute to the district website and other communications with spotlights on high-quality, goal-linked district and school practices of family and community engagement.
- Provide your supervisor with short, monthly reports of all activities conducted with school-based teams and district colleagues on school, family, and community partnerships.
- Conduct other district leadership activities on school, family, and community partnerships (see *What Do Facilitators Do?* p. 265 and *Handbook CD*).



CD material referenced on this page can also be downloaded from [resources.corwin.com/PartnershipsHandbook](https://resources.corwin.com/PartnershipsHandbook)