New Parent Center Staff Professional Development

“Tools for Schools”
Thursday, October 1, 2020

Parent and Community Engagement Unit (PACE)
Please enter your name and the name of your school.

1. Click the 3-dot icon in your video tile
2. Click “Rename”
3. First and last name

Use Chat to post questions

Remain on mute when not speaking
Please use the attendance link from the chat to sign-in.

Please be mindful of speakers-All questions will be gathered from the chat box

Agree to disagree

Students are the priority
WELCOME

SIGN in Form:
https://forms.gle/ptMVY5MkqU5eG2ZbA
Inclusion Activity

Feelings and Emotions

happy ☺️  afraid ☹️  content ☺️

sad ☹️  surprised ☹️️  hot ☀️

upset ☹️️  shocked ☹️️️  cold ☹️️

angry ☹️️️  astonished ☹️️️️  overjoyed ☺️️️

cross ☹️️️️  sleepy ☹️️️  excited ☀️️

grumpy ☹️️️️  tired ☹️️️  glad ☺️️️

worried ☹️️️️️  embarrassed ☹️️️️️ 

scared ☹️️️️️  confused ☹️️️️️

How do you feel today?

FEELINGS AND EMOTIONS

Please take 44 seconds to type a WORD in the CHAT feature that describes how you feel about your position as the Parent Center Staff?
Parent Education Support Assistants

**CoS Assistants** formerly known as PESAS

- Canoga Park/Chatsworth **COS-Alice Lee**
- Cleveland COS- **Sally Soliman**
- Kennedynahsvaas COS- **Kate Vinas**
- Monroe COS- **Sue Deleo**
- Reseda COS-
- Taft COS-**Layne Wong**
How to get to LAUSD Resources
Parent and Community Services
Parent and Community Services

Complete your questionnaire at 2020Census.Gov.

- Parent Portal - Click for Info
- Student Services - Click for Info
- Dyslexia Awareness Resources - Click for Info
- PCS Tech Talks - Click for Info
- LAUSD Mobile Application - Click for Info
Tools for School
LAUSD Single Sign On (SSO)

• Sign in using your lauds.net email and your password
These boxes will take you to the information you are looking for!
Example of the Resources you have access to when you click here

Click on Parent Workshops

#1 Click here

#2 You will have access
You will have access to these resources.
Required - Local Control Accountability Plan Academic Workshops

1. Graduation
2. Attendance
Other Academic Workshops!!!

• Language Development Workshop
• Reading Comprehension Workshops
• Supporting Home Learning for All Students
• EL Master Plan Part 1-Identification and Program Options
• EL Master Plan Part II-Reclassification
• ELD and ELD Standards
• DIBELS and Common Core State Standards for Grades K-2
• Elementary College and Career Readiness
• Middle School College and Career Readiness
• Social-Emotional and Behavior Workshops
• Bullying-What every Parents Needs to Know
Tools for Schools

Click here for MORE!

Example of the Resources you have access to when you click here

Parent and Family Centers
Parent and Family Centers are a critical and essential resource in schools to engage parents as partners in their children’s education.

Parent and Family Center Resource Guide

Parent and Family Center Resource Guide and Attachments, Revised for SY 20-21:

- Attachment A - Parent Sign-in Form Template
- Attachment B - Four-Step Planning Team Organizer Form
- Attachment C - Parent Workshops and Activities Survey Sample English and Spanish Form
- Attachment D - Environment Checklist Form
- Attachment E - Parent Workshop Evaluation Sample English and Spanish Form
- Attachment F - Parent and Family Engagement Workshop/Activity Planning Tool Form
- Attachment G - Parent and Family Engagement Monthly Calendar Elementary Sample
- Attachment H - Parent and Family Engagement Monthly Calendar Secondary Sample
- Attachment I - Parent and Family Engagement Monthly Calendar Template
- Attachment J - Parent Education Program Checklist Template
- Attachment K - Parent and Family Workshop Flyer English and Spanish Template
- Attachment L - Blackboard Connect Message English and Spanish Template
- Attachment M - Telephone Script English and Spanish Template
- Attachment N - Guide to Access the Parent Involvement Library English and Spanish Guide

Calendar Templates
- Calendar 1
- Calendar 2
- Calendar 3
Presentations Ready to Go!
Parent Involvement Library
Parent Involvement Library

Los Angeles Unified School District

25 Ways Parents Can Build Children's Self-Esteem
25 Ways Parents Can Read With Children
25 Ways Parents Can Build Responsibility

25 Maneras los padres pueden desarrollar el amor propio de los niños
25 Maneras los padres pueden leer con los niños
25 Maneras los padres pueden desarrollar la responsabilidad en los niños

Video: Parents Can Build Children's Self-Esteem
Video: Parents Can Read with Children
Video: Parents Can Build Responsibility in Children

Parent and Family Centers
Monthly Parent Newsletters

Parent Education Library

Parent Involvement Library

Monthly Parent Newsletters

Elementary Schools
Middle Schools

Parent and Family Centers

Monthly Parent Newsletters

High Schools
Important Information to Remember
**Community Representatives**

**Los Angeles Unified School District**

**Human Resources Division**

**Approval:**

**Community Representative (Classes A, C, D, and E) (Unclassified)**

**Class Description**

**Job Purpose**

In accordance with Education Code Section 45238, serves in an unclassified position as an adviser or consultant to the District; participates in such capacities in experimental, developmental, implementational, or evaluative efforts to maximize local educational activities in relation to local community needs.

**Reports to**

Receives administrative direction from a certificated employee.

**Subordinates**

Supervision is not typically exercised by Community Representatives A, C, and D. Community Representative E may provide supervision over a group working on an assigned project.

**Functions**

**Essential Functions**

1. Assists in the identification and resolution of school-community problems.
2. Participates in or leads discussions or workshops.
3. Assists parents with communication to teachers and other school personnel.
4. Intervenes in situations with or among employees, parents, and students as they relate to the local educational process.
5. Incorporates community attitudes and ideas into suggestions and proposals regarding the most effective utilization of facilities, methods, and materials to meet local educational needs.
6. Collaborates with other school personnel to coordinate services for parents and provide additional resources.
7. Participates with committees as members or advisors in matters concerning school programs and the community.
8. Participates in meetings and individual discussions with pupils, parents, community, and ethnic organizations regarding District policies and school programs.
9. Maintains the learning and instructional environment of the Parent/Teacher Center.
10. Attends professional development and training offered by the Local District Parent and Community Engagement (PACE) Team.
11. Writes or speaks on school-community relations matters.
12. Performs related duties as assigned.

**Distinguishing Characteristics**

**Community Representative A (8100)** identifies the lowest level of responsibility within the Community Representative series. Primarily, services are limited to advice or interpretation involving school or classroom relationships. (School-based assignment)

**Community Representative D (8103)** identifies the next-to-highest level of responsibility within the Community Representative series. Primarily, services involve direction by the individual in a group effort relative to school-community matters. (District and local district/division assignment; not a school-based assignment)

**Community Representative E (8104)** identifies the highest level of responsibility within the Community Representative series. Primarily, services involve direction by the individual in a group effort relative to school-community matters. (District and local district/division assignment; not a school-based assignment)

**Qualifications**

**Knowledge, Skills, Abilities and Personal Characteristics**

1. Understanding of the attitudes, desires, and needs of the locality to which assigned.
2. Interest in the total educational process including curriculum, student health and safety, District policies, and social, ethnic, and economic aspects.
3. Ability to speak and write the English language and the predominant language spoken by the community.
4. Utilizes knowledge of technology skills and Microsoft Office Programs.
5. Appropriate appearance and cleanliness.
6. Appropriate manner including polite, tact, good judgment, and ability to work effectively with District personnel, community representatives, and students.

**Special Requirements**

Residency in the locality to which assigned.

**NOTE:** Refer to Policy Guide E3 for selection and assignment limitations for Community Representatives.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

---

**MARCH 2016**

**COMMUNITY REPRESENTATIVE (Classes A, C, D, and E) (Unclassified)**

(A) 8100, (C) 8102 (D) 8103, (E) 8104

---

3. **Community Representative**…a community person who performs in a liaison role between the school and the community. School's can purchase a Class-A or Class-C Community Representative.
Outreach, Recruitment and Retention

The success of well-attended parent workshops and activities depends on the careful planning of outreach, recruitment, and retention strategies. Investing the time to ensure parents receive frequent and effective communication is essential to a successful parent and family engagement program.

Outreach strategies serve to promote interest and inform parents and community members about parent workshops and school activities offered at the school and community.

Outreach materials should be enticing and attractive to immediately get parents’ attention to what they will learn to support their children’s achievement and development.
Create Flyers in Multiple Languages

* A question or a catchy phrase will grab parents’ attention and promote interest.

* Translating the flyer into the parents’ home language will ensure parents understand the message.

* Include title, presenter’s name, date, time, location, and RSVP.
Advertise Parent Workshops

1. School Website:
   * Main Page (flyer with RSVP)
   * News and Announcements
   * School Calendar

2. Parent Center Page

3. Marquee

4. Social Media
   * PTA - FB Page

5. Newsletter, Email Blast, Connect Ed (Black Board Connect-BBC)


Morning Joe with Derek - Café con Derek

Tuesday, August 28, 2018 at 8:30 AM in the Parent Center

Join Principal Derek Horowitz for Coffee and to chat about school topics that are important to YOU!

RSVP: click here.

¡Únase al Director Derek Horowitz para tomar café y charlar sobre temas escolares que son importantes para usted!

Para RSVP, haga clic aquí.
Ways you can Support your School Community

• Connecting parents to the LAUSD Parent Portal & Schoology.
• Working with staff to update the Parent tab of your school’s website.
• Setting up a weekly or monthly email communication to families with upcoming event, ZOOM workshops and resources.
• Helping to make call to families whose children have had irregular attendance.

• How else can you help? Or what else can you share that you are currently doing to support your school community?
Evaluation

Evaluation Form:
https://forms.gle/xXDspNiZ9UG3kcue8
Parent and Community Engagement Unit (PACE)

- **GONSALO GARAY**, PACE ADMINISTRATOR
  GGG9445@LAUSD.NET

- **RITMA ESTUPINAN**, PACE COACH
  RITMA.ESTUPINAN@LAUSD.NET

- **MORENA CAMP**, PACE COACH
  MORENA.CAMP@LAUSD.NET

- **ROBERT GOLDSTEIN**, PACE COACH
  RDG6546@LAUSD.NET

- **SANDRA BECERRA**, PACE COMMUNITY REPRESENTATIVE
  SANDRA.X.BECERRA@LAUSD.NET
Questions & Answers