

Parent Leader Role and Responsibilities
DePaul Center for Urban Education
Parent Development Initiative to Strengthen School-Community Partnership

The Center for Urban Education is organizing workshops on priority areas for parents to be provided at schools for parents. The Parent Leader is a vital part of this work.

Role

Present Workshops

1. Welcome parents
2. Make sure parents sign in and print their names clearly
3. Introduce the workshop focus and preview the kinds of activities
4. Present information, facilitate activities and encourage parents to be actively involved
5. Discuss with parents how they will now apply what they have gained from the workshop
6. Distribute and collect evaluations

Responsibilities

- ✓ Inform the Center for Urban Education of the workshop—school, date, topic. Call 773-325-7313 to provide that information.
- ✓ Work with the school to prepare for/plan the workshop.
- ✓ Arrive at the school at least one hour before a workshop.
- ✓ Fax the sign-in sheet for the workshop—fax to be sent from the school—to the Center for Urban Education, 773-325-4321.
- ✓ Fax the payment request to the Center, same fax number (773-325-4321).
- ✓ Mail a request for workshop facilitation payment to the OFFICE OF LOCAL SCHOOL COUNCIL RELATIONS. The Center for Urban Education will follow up on the payment.
- ✓ Send via the Chicago Public Schools' mail-run the evaluations for the workshop to the Office of Local School Council Relations.