

# Parent Mentor Program

## Organizer Position



### Program Description:

The Parent Mentor Program is a nationally recognized best practice in parent engagement for low-income communities, first developed by Logan Square Neighborhood Association in 1995. The Parent Mentor Program as a structured avenue for building parent involvement in schools, parent-teacher relationships and for eventually leveraging community resources and support for the schools.

### Parent Mentor Organizer Job Description:

The Community Organizer is responsible for the day-to-day oversight of the program and making sure the year long work plan is successfully executed. ***The standard workload is .25 FTE organizers per school.*** In each school, the organizer will hire and train a Parent Mentor Coordinator, who in turn trains and supports a cohort of Parent Mentors. The Community Organizer also serves as a sort of “leverager” – one of the Organizer’s primary responsibilities is to make sure that the program is having an impact both inside and outside the classroom. This could include seeking out leadership development opportunities for Parent Mentors inside the school, identifying issues in the community where Parent Mentors could become engaged, and building lasting connections between the school community and the community-based organization.

### Community Organizer Responsibilities:

- Recruit, interview, select, and supervise Parent Mentor Coordinators.
- Attend Parent Engagement Institute Statewide Trainings
- Train and support PMCs to recruit, interview, select, and supervise and parent mentors, as well as Parent Volunteers to participate in the program.
- Work with Parent Mentor Coordinators to provide 5-day initial training to the parent mentor group.
- Work with Parent Mentor Coordinators to plan and conduct weekly meetings/workshops/trainings with Parent Mentors
- Work with school administration to match parent mentors to teachers based on needs and availability
- Submitting timely reports to Southwest Organizing Project
- Have one-on-one meetings with parents, teachers, administrators, and community leaders
- Engage parent mentors in leadership development opportunities both inside the school and in the community
- Maintain good communication with school staff and administration
- Organize workshops across schools and assist PMC to organize one school led event that engages additional school parents.
- Participate in Parent Mentor Program Statewide Meetings
- Collect student outcome data and surveys from Parent Mentors and teachers as needed. Data collection may include aggregate classroom data on student outcomes in the classrooms in which Parent Mentors are assigned and student outcome data for the Parent Mentors’ own children attending the school.
- Ensure parent mentor stipends are disbursed as at when due after parent mentors logged their 100 hours.
- Oversee the handling and safe keeping of parent mentor records by PMC

The main requirements for the PEI Trainer/Organizer are the following:

- Must have significant experience working with parent groups in low-income communities.
- Experience in training groups and program implementation.
- Experience in organizing paperwork and managing reporting documents.
- Ability to travel to different training sites in Chicago.

The Organizer position’s schedule and pay rate is determined by the affiliated organization. The failure by the Organizer to fulfill their responsibilities in whole or part may be cause for termination under the discretion of the affiliated PEI organization.

