

Parent Professional Learning Roles & Responsibilities

Purpose

Parent Professional Learning is an opportunity for parents/guardians of our Head Start/Early Head Start and ECEAP programs to learn and grow, professionally and personally, just as their child(ren) are. The programs offered help parents/guardians build confidence, make new friends, learn how to advocate, and can make a great addition to their resume.

Family Support Staff Responsibilities:

The role of Family Support Staff in Parent Professional Learning is to have an initial conversation with the parent/guardian in relation to their professional learning goals to determine if any of the Parent Professional Learning opportunities would be of interest to the parent. During this conversation at enrollment or during the family's first home visit, staff should take the opportunity to review with the parents and guardians the various opportunities that are available for families. Share Fact Sheets which describe the Parent Professional Learning Opportunity available.

If there is not an appropriate PSESD opportunity available to the parent/guardian, it is an opportunity for family support staff to directly connect them to other opportunities in their local community, such as community college, WorkSource, or other resources. Please utilize community resources, DSHS/Employment Security contact persons for programs and questions you have that do not pertain specifically to PSESD Parent Professional Learning Opportunities.

The Process for Family Support Staff

1. Family Support Staff has initial conversation with parent/guardian
2. Review the various opportunities available to parent/guardian
3. Assist parent/guardian in selecting one or more opportunity
4. Determine if parent/guardian is eligible for the opportunity chosen (see Fact Sheets)
5. Contacts are listed at the bottom of each Fact Sheet if you have further questions
6. Complete the Parent Professional Learning Electronic Referral form(s) with the parent
7. After the parent/guardian has received a letter from the ESD with the details about the training, remind them to RSVP by the deadline
8. Support parent/guardian as they attend training by touching base on how training is coming along

The Process for PSESD Staff

1. Submitted electronic referrals are received through online submission (**Paper Referrals WILL NOT be ACCEPTED**).
2. The parent will receive a confirmation email with the date, time/location and other pertinent information for the opportunity the parent signed up for
3. Parent will receive a letter by mail approximately 2-3 weeks before the opportunity restating the details (date, time, location and other pertinent information) and a RSVP request

**If you have questions about this process, contact your
PSESD Family Support Coach**