

Parent Professional Learning Roles & Responsibilities

Purpose

The Parent Professional Learning Resource Guide is a tool for Head Start/Early Head Start and ECEAP staff to use with families in the programs.

Family Support Staff Responsibilities:

The role of Family Support Staff in Parent Professional Learning is to have an initial conversation with the parent/guardian related to their professional learning goals in order 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. Each Fact Sheet in this Resource Guide describes that particular parent professional learning opportunity.

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 the 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. Fill out the Parent Professional Learning Referral form with the parent
7. Send completed referral form to PSESD office
8. After the parent/guardian has received a letter from the ESD with the details about the training, remind them to RSVP by the deadline
9. Support parent/guardian as they attend training

The Process for PSESD Staff

1. Referral is received from Family Support Staff (**incomplete referrals will be returned**)
2. Family Support Staff and parent are notified with the date/time/location of the opportunity the parent signed up for
3. Parent will be notified by letter approximately 2-3 weeks before the opportunity with the details (date, time, location and other pertinent information regarding the training)

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