SPDG Family Facilitator Roles & Responsibilities
2014-2015

JOB DESCRIPTION: The SPDG Family Facilitator supports district, schools and families to engage in effective partnerships that result in authentic family engagement. The Family Facilitator will report to the SPDG district contact person.

- Serve as a "Goodwill Ambassador" to and between districts, schools, families, family resource center, People First of Louisiana, and other relevant agencies.

- Support and help develop family engagement activities sponsored by SPDG districts/schools and community agencies for the purpose of promoting family effectiveness and student achievement.

- Assist in identifying the needs of personnel and families and the development of professional development activities related to disabilities and family issues.

- Coordinate and collaboratively develop 15 or more hours of professional development for families with follow-up activities and support. Be sure to meet the needs of all families, including families of SWD, with an "appropriate balance".

- Complete online activity reports and maintain documentation of events.

- Evaluate the outcomes of professional development for families by securing feedback from the level of satisfaction, knowledge, and skills.

- Attend professional development provided by the SPDG project: regional meetings, conference calls webinars, SPDG Day.

- Communicate regularly with designated family team members regarding their participation at school/district improvement team meetings/activities and provide support as needed.

- Be an active member of the SPDG District Leadership Team and attend meetings.

- Utilize services of collaborative partners (People First of Louisiana, Pyramid, Families Helping Families, etc.)

- Keep district coordinator informed of activities with families.

- Maintain confidentiality of sensitive information.

_____   _____   _____   _____
Signature of Family Facilitator   Date   Signature of District Contact   Date

*Please send a copy to Wendy Allen, wallen@lsu.edu by 8/4/14. Family Facilitator and district should retain a copy.

Louisiana
SPDG   **STATE
PERSONNEL
DEVELOPMENT
GRANT**