



Title I Parent Ambassador Interview and Hiring Process

Step 1: Publicize and communicate with Title I parents during interest period:

- ☐ Title I Parent Ambassador position will be publicized to ALL Title I parents via ConnectEd messages (GPA Department and Title I schools), webpage postings (GCS, GPA. Department, Title I Department, and Title I schools), and flyers.

Step 2: Select at least 3 parents from your school that meet the following criteria to interview:

- ☐ Must be a parent, grandparent or guardian of a child currently in the school the parent ambassador will represent (cannot be GCS employee or Grassroots Parent Coordinator)
- ☐ Must have a strong desire to support other parents and students
- ☐ Must be endorsed by the school principal
- ☐ Must be committed to partnership building with the school, families and the community
- ☐ Must have the ability to maintain confidentiality
- ☐ Must be a registered GCS Volunteer and pass a background check
- ☐ Must be able to attend a mandatory training session in fall of 2014 and monthly Title I Ambassador meetings with GPA/Title I office
- ☐ Must have strong interpersonal communication skills; strong written communication skills preferred

Step 3: Conduct an interview with at least 3 of your school's Title I Parent Ambassador candidates. Site-based interview team format is encouraged. Ask each candidate the following interview questions:

1. Tell me about something you have done for others in your community that has made you feel really happy or tell me about something you'd like to do to make a difference.
2. How would you work with an upset parent or volunteer?
3. What kind of people do you find hard to work with and how do you handle that?
4. Why do you think you would make a good Title I Parent Ambassador?
5. What would be challenging for you as a Title I Parent Ambassador?
6. What does "volunteering" mean for you?
7. What does "confidentiality" mean to you? Why is it important?
8. What do you imagine would be some of the challenges faced by the families that we work with?
9. How do you show dedication and commitment?
10. Briefly describe a situation where you have had significant responsibility and explain how you managed the responsibility.

Step 4: Select one parent to be your school's Title I Parent Ambassador. Notify all applicants of your decision.

Step 5: Complete the attached Title I Parent Ambassador contact information form. Return the Title I Parent Ambassador contact information form and the 3 completed rubrics to Camilla Brothers, Title I Parent Engagement Program Specialist, in the Guilford Parent Academy Office by courier, fax (336-273-0448), or email brothec@gcsnc.com. The GPA office will take care of the rest of the paperwork and inform other relevant GCS departments.



Title I Parent Ambassador Nomination Form

After you select the Title I Parent Ambassador for your school, return this form to Camilla Brothers, Title I Parent Engagement Program Specialist, in the Guilford Parent Academy Office by courier, fax (336-273-0448), or email brothec@gcsnc.com, by Oct. 13, 2014.

Name: _____

School Represented: _____

Address: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Form Submitted By (Principal or Designee): _____

Title I Parent Ambassador Rubric

Directions: Use the rubric to record and score the candidate's interview question responses. To score the interview questions, use the keywords provided and/or closely related synonyms. The responses to the questions earn qualify for points based on the following structure. For each question, if the applicant includes:

- ☐ Three or more keywords= Exceptional
- ☐ At least 2 keywords=Average
- ☐ One or zero keywords=Below Average

Candidate: _____

Date: _____

Interviewer: _____

Question	Keywords	Exceptional (3 Points)	Average (2 Points)	Below Average (1 point)	Points
Tell me about something you have done for others in your community that has made you feel really happy or tell me about something you'd like to do to make a difference.	team, serve, support, volunteer, communicate, better, opportunity				
How would you work with an upset parent or volunteer?	calm, listen, body-language, repeat, time, tone, empathy, support, guidance, resource				
Why do you think you would make a good Title I Parent Ambassador?	positive, hardworking, dedicated, involved, connected, relationship, team				
What does "volunteering" mean for you?	helping, serving, children, support, better, develop, encouragement				
What does "confidentiality" mean to you? Why is it important?	trustworthy, respect, private, personal, guarded, secret				

Question	Keywords	Exceptional (3 Points)	Average (2 Points)	Below Average (1 point)	Points
What do you imagine would be some of the challenges faced by the families that we work with?	poverty, time family, health, relationship, money, jobs, education, EC, intimidation, transportation, motivation				
How do you show dedication and commitment?	plan, deadlines, responsiveness, respect, punctuality, thorough, detailed, complete, finish				
Briefly describe a situation where you had a significant responsibility and explain how you managed the responsibility.	Plan, prioritize, communicate, advance, delegate, communicate, proactive				
				TOTAL SCORE	

Additional Notes:

Volunteer GPA/Title I Parent Ambassador Reward Points Guide

Monthly Limits: The maximum reward points for monthly activities that can be earned each month is 300.

Title I Parent Ambassador Monthly Meeting: **50 points**

Attend monthly scheduled meeting with Guilford Parent Academy to review relevant parent engagement best practices and GCS initiatives.

Monthly Meeting with School Principal: **100 points**

Meet with school principal monthly to discuss topics, that may include, but not limited to, parent engagement goals, needs and interests of the school community, parent workshops planning and other ways parents can support their child.

Chat with the Principal Event: **50 points**

Schedule and host a chat with Principal meeting for parents.

GCS Board of Education Representatives: **50 points**

This event may include, but not limited to, a school walkthrough or a meet and greet session with your BOE representative.

Recognition Program: **50 points**

Network with the Volunteer Coordinator to develop a Monthly Parent Recognition Program at the school. Recognize at least one parent each month. Attach the description of the recognition program the first month.

Complete Respectful and Responsive Training: **25 points**

Training will be scheduled by Guilford Parent Academy Staff.

Annual Title Meeting: **25 points**

Collaborate with school staff to share information at your school's annual Title I meeting.

GCS School Board of Education Meeting: **25 points**

Attend a GCS Board of Education Meeting. Maximum award per month is 25 points.

Parent Engagement Activity, Event, or Workshop: **50 points**

Plan a parent engagement activity, event, or workshop. This may include, but not limited to, a Family Reading/Math Night, Science Fair, Family/Community Fun Day, Campus Cleanup/Beautification Event, etc. This can be in conjunction with Guilford Parent Academy or school staff.

Parent Outreach to promote a School Event: **25 points**

Assist with the promotion of a school and/or district event. Provide screenshots and/or copies of publicity materials to Guilford Parent Academy.

☐ Facebook

☐ Flyer

☐ Twitter

☐ Other

Monthly Contact Log: **25 points**

Maintain a log verifying parent contacts on a monthly basis. Must contact a minimum of 20 parents to receive points for this activity.

School Workshop Event Recruitment:

50 points

Recruit a minimum of 30 parents and/or community members to attend a school or Guilford Parent Academy event. Must submit guest sign-in sheet.

School Meeting:

25 points

Attend a school meeting. This may include, but not limited to, a PTA/PTSA meeting, School Leadership Meeting, School Retreat, School Leadership Team Ballot Election for Parent Representative, or a feeder school PTA/PTSA meeting.

Guilford Parent Academy Online Resource

Accounts:

10 points

Receive 10 reward points for every 10 parents you assist in signing-up for Guilford Parent Academy user accounts, giving them access to FREE online learning resources. Must provide Guilford Parent Academy the names of parent account users.

Host a Parent Outreach Table:

25 points

Host a parent outreach table at a school event to promote parent engagement.

NOTE:

Guilford County Schools encourages parents to volunteer as coordinators of the activities of the Guilford Parent Academy and provides some nominal incentive rewards for the activities performed by GPA/Title I Parent Ambassadors. These rewards are not intended to represent compensation and by agreeing to perform these duties as a Parent Volunteer, Parent Volunteers understand that they are volunteering their time without expectation of compensation for these activities. The maximum reward for monthly activities is \$150.00, which will be paid to Parent Coordinators who earn 300 incentive points. The scale of rewards for points is as follows:

300 points per month: \$150.00

260 points per month: \$130.00

200 points per month: \$100.00

___ points per month (to a maximum of 300) ÷ 2 = Reward Amount (not to exceed \$150 each month).