

# PTHV Role Descriptions



## PRINCIPAL

The Principal plays a critical role in promoting PTHV, especially in communicating its value and demonstrating it is a priority in words and actions at the school level. Assistant principals may also assume administrator roles in support of PTHV, especially at the secondary level.

- Identify a school PTHV coordinator
- Include messages in community and staff newsletters that articulate the purpose of home visits and celebrate progress towards home visiting goals
- Allocate time during pre-planning and staff meetings for PTHV professional development, home visit planning, and debrief/reflection
- Participate in home visits
- Hire staff whose philosophies and approaches to family engagement align with PTHV
- Collaborate with school PTHV coordinator to develop strategies to maintain enthusiasm and focus on PTHV throughout the school year
- Engage with staff to reflect on PTHV implementation and make course corrections as well as set annual home visiting goals
- Provide student enrollment and contact information during the summer, if feasible, to jumpstart home visiting practices



## SCHOOL PTHV COORDINATOR

The school PTHV coordinator is the point person at the school for the home visit practice and therefore plays a critical role in its success. This person may be a teacher, student services staff member, or a parent engagement liaison. The school PTHV coordinator works with the principal to promote the practice and support educators in logistics and administration.

- Develop and execute a plan for raising awareness of the program, particularly among families
- Promote PTHV with educators
- Notify educators of upcoming training dates and locations
- Send frequent reminder and update emails to keep PTHV at the forefront of educators' minds as they engage families
- Assist with scheduling home visits, as requested
- Accompany educators on visits, when needed (e.g. educators new to the practice or for translation assistance)
- Pair educators up for visits, as needed
- House and distribute any forms or materials needed for visits
- Collect home visit forms from educators and work with district to process payment
- Follow central office data tracking methods and modify a version for site use
- Work with site administration to monitor home visiting progress and make course corrections as needed



## PARENT ENGAGEMENT LIAISONS

For schools that have this dedicated staff person, parent engagement liaisons can play an important role in supporting the PTHV program by conducting outreach to families. They may also serve as the school PTHV coordinator.

- Collaborate with school PTHV coordinator to develop and execute a plan for raising awareness of the program, particularly among families
- Assist with scheduling home visits, as requested
- Accompany educators on visits, when needed (e.g., educators new to the practice or for translation assistance)



## DISTRICT PTHV COORDINATOR

The district PTHV coordinator is the main advocate and administrator of the program in the district. The role is critical in keeping the program visible and viable, often by keeping other district leaders abreast of and engaged in the work. The district PTHV coordinator is the primary support for the school PTHV coordinators.

- Communicate how PTHV aligns with other district family engagement efforts
- Develop and implement district events to promote PTHV
- Develop trainings, train the trainers, facilitate trainings, and schedule trainings
- Work with principals to identify school PTHV coordinators and then train them on the logistics and administration of the program
- Visit PTHV sites and provide ongoing support to school PTHV coordinators
- Participate in home visits, when feasible
- Develop and implement data tracking processes
- Facilitate site debriefs
- Develop and maintain procedures for compensation
- Create evaluation reports



## SUPERINTENDENT

The Superintendent plays a critical role in promoting PTHV, especially in communicating its value and demonstrating it is a priority in words and actions at the district level.

- Champion home visits through various messaging opportunities
- Participate in home visits, when feasible



## OTHER EXTERNAL ORGANIZATIONS

External organizations can play an important role in advocating for PTHV as well as helping to fund the program. Some external organizations may also provide educator training and ongoing coaching.

- Meet with key district decision-makers to advocate for PTHV
- Collaborate with district leaders to identify and secure funding to support PTHV implementation