

# Parent Education/Programs Quick Start Guide

## Job Description

Parent Education Chair – Organize and present programs whose goal is to empower parents with knowledge.

Programs Chair – Organize and present programs which focus on interaction between parents, teachers, administrators, students, and community members to inspire and support a sense of school community. *These jobs may be done by two separate chairs or they may be combined.*

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Identify needs and goals - survey parents and staff for needs and goals that further PTA mission/purposes
- Explore the possibilities and define the scope of your program - consider available resources; single event or year round; community program
- Determine how to deliver the program - buy in from membership, concurrent student program, incentives, food, babysitting, collaboration with another PTA or school group, date/time, location
- Create a budget for your program - donations, free services in community, food, decorations, custodian, presenter fees, photocopies, prizes, supplies
- Decide how to distribute the work - committee, volunteers, faculty, students
- Confirm support and resources - confirm (and later reconfirm) all details with all involved: date, location, equipment, expectations
- Get the word out - at least six weeks before program and at least three times; invite other PTAs/community groups; fliers in library/grocery store/bank; use phone tree service, email, marquee, community association newsletters, community newspaper, etc.
- Deliver the program - welcome participants and thank them for coming; give out evaluation forms, survey and/or flier for future programs; thank all who helped/contributed
- Evaluate the program and follow up - revisit goals, note successes/challenges, publicize results of program; make recommendations to board for further action
- Advocate for PTA positions and current legislation
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

## Important Dates

June	National Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting
May 15	Deadline for Parent Education Award submission to TX PTA (online only)



## Resources

Texas PTA Parent Education/Programs Resource Guide  
Texas PTA website  
National PTA website  
Texas PTA *Ready. Set. Achieve!*

Available for purchase or free download at [www.txpta.org](http://www.txpta.org)  
[www.txpta.org](http://www.txpta.org)  
[www.pta.org](http://www.pta.org)  
[www.txpta.org/programs/parent-education/](http://www.txpta.org/programs/parent-education/)

## Contacts

Texas PTA  
Texas PTA Programs Department  
Parent Education Programming Chair

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