



WARNER ROBINS MIDDLE SCHOOL

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Parent Involvement Coordinator Duties & Responsibilities

Mrs. Andrea Simmons

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Parent Involvement Coordinator

Andrea Simmons serves as the liaison between the school and parents, relaying the needs of both. She works with the teachers and staff in ensuring effective communication is achieved. She advises and assists parents in addressing issues with the school leadership during school meetings, serves as a school-based intermediary contact for concerns and comments made by parents and other community members, and assist in voluntary community service and civic participation by developing community collaborations. She promotes sharing powers with parents as decision-makers, help parents understand the educational system so they can become better advocates for their children's education, and maintains the parent resource center.



Mrs. Simmons conducts surveys to assess the needs of parents; review annual reports to evaluate the effectiveness of their parent involvement programs, develops, analyzes and distributes the results of parent surveys to the administrative team and Title I Directors. Mrs. Simmons also ensures parent involvement programs are in compliance with guidelines; keep excellent records of all parent involvement activities, reports, surveys, annual program evaluations and communications to parents.

Parent Resource Center

The Parent Resource Center is located in the front office. The center is stocked with free pamphlets and resources in English and Spanish that may be of interest to you including information on working with your child to increase academic success. All books and tapes may be checked out and returned. There are two computers available for your use and to view student's grade and attendance using Infinite Campus. The center is open during school hours, before and after parent nights and by appointment with the Parent Involvement Coordinator.