

Viewlands Elementary PTSA (VEPTSA) Family and Community Engagement (FACE) Chair Description/Responsibilities

VEPTSA's mission is to assist and support Viewlands Elementary School, as a whole, in fostering a loving, safe community that inspires and challenges each student to be a compassionate, positive, and active member of their community. We aim to cultivate a holistic vision of learning that embraces diversity, encourages environmental stewardship, enriches each student's education, and nurtures a lifetime curiosity and love of learning.

The FACE Chair is a VEPTSA Board Member, working towards the above noted mission, and has these primary responsibilities:

Assess community needs; • Develop PTA goals and objectives based on those needs; • Oversee the execution of FACE goals and objectives; • Encourage the board to allocate appropriate time and resources to meet these goals; • Advocate to change mindsets, activities, and schedules to meet the needs of a community; • Implement plans to increase family and community engagement in both PTA and the greater school community; • Work to actively engage all families and community members; • Evaluate the results of actions taken. *See Washington State PTSA FACE Handbook 2020-2021*

There are some specific skills that will help the FACE chair be successful in their work:

• Understand and respect the diversity in the community; • Enjoy building relationships with people around them; • Embrace the PTA mission to support every child and to support the whole child; • Collaborate with families, teachers, administration, and community groups to bring together all stakeholders to plan and implement FACE activities and initiatives; • Encourage PTA leaders to be frequently present on campus so that PTA becomes a staple in all aspects of the school community through recognizable, friendly faces both before and after each school day and at various school activities; • Possess knowledge of school, district, and community resources for families and children. *See Washington State PTSA FACE Handbook 2020-2021*

In the 2021-22 school year, one FACE program is the Family Ambassadors, who are parent/guardian representatives assigned to each classroom. The FACE Chairperson will head the team of Family Ambassadors, and will work with the VEPTSA Executive Board as well as the BLT Representative.

The Primary Tasks needed are:

1. Recruit Family Ambassadors for each classroom.
2. Coordinate as needed with Family Ambassadors for them to complete their tasks, listed below.
3. Participate as a Board Member in VEPTSA.

4. Be willing to meet with VEPTSA Executive Board and the BLT Representative to report on the program.
5. Assist in dissemination of information to the Family Ambassadors as needed.

Family Ambassadors have 5 main tasks:

1. Acquire and compile contact information for as many parents/guardians as possible in the classroom (we want to make sure that families are connected to the community). This information will not be shared outside the community, nor will it be passed to other agencies.
2. Disseminate information from VEPTSA/the teacher/school as necessary to families, generally through email or other means, making sure the information is made available in the languages of the classroom families.
3. Create Buddy Families as necessary, where we link new-to-Viewlands Families with existing Viewlands Families, for help with questions, concerns, and in general, to help new families. This Buddy Family could be within the same class, or it could be Family Ambassadors working across classes to connect families.
4. Help facilitate assistance for families who have children stuck at home (such as connect families who might need work picked up at school and dropped off at the families' home) due to the pandemic.
5. If possible, be a conduit for families/children who want to create class-wide, out of school, outings, such as to Carkeek Park, or other outdoor activities to remain connected to each other and their environment.