



Georgia Parent Mentor Partnership Leadership Council Job Description

Position: Regional Representative

Term: 2 years

Responsibilities:

- Represent the GaPMP Leadership Council by being professional, knowing the vision and mission of the partnership, keeping the priorities/goals of the strategic plan a focus.
- Organize and facilitate 4 regional meetings per school year with Parent Mentors for assigned Region, which includes setting meeting dates, distributing agendas, plan lunches, etc.
- Redeliver important information and trainings to mentors in region.
- Assure written highlights of PM Reg. Meetings are submitted to Family Engagement Specialist, Family Outreach Coach and GaPMP Leadership Council Chair.
- Mentor new rookie parent mentors in region.
- Communicate important information to parent mentors in region.
- Exhibit professional standards for GaPMP.
- Understand Qtrly Contacts Report and PM Data Driven Annual Report, train and support the reinforcement of proper use among PM's in region.
- Assure quarterly contacts data and PM Data Driven Annual Report from each PM in region is submitted to Family Engagement Specialist, Family Outreach Coach and GaPMP Leadership Council Chair.
- Check in with Parent Mentors in the Region to offer assistance and support.
- Attend Annual GaPMP Leadership Council Retreat.
- Participate in GaPMP Leadership Council conference calls.
- Other duties as assigned.

I understand my responsibilities and will fulfill them to the best of my ability

Signature

Date

As a member of the GaPMP Leadership Council, you must receive approval from your director in your district to participate.