

OFFICE OF PARENT AND FAMILY ENGAGEMENT
Parent Facilitator Application
333 Clinton Street
Buffalo, New York 14204



PARENT FACILITATOR APPLICATION PROCESS

1. Schools will communicate to the school community a request for candidates for Parent Facilitator(s).
2. Interested candidates will complete the attached Parent Facilitator Application.
3. Qualified candidates will be interviewed by school's interview team.
4. Interview team selects Parent Facilitator(s).
5. Principal (or designee) submits selected parent facilitator application(s) to the respective Supervisor of Office of Parent and Family Engagement.
6. Upon receiving the Parent Facilitator application(s), the Office of Parent and Family Engagement will schedule a date for orientation, fingerprinting, and contract signing.
7. Parent Facilitators may not begin work (for payment) until a signed *Facilitator Clearance* letter has been forwarded to the school principal.

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Name _____ Date _____

Social Security Number _____ Male () Female ()

Address _____
Street ZIP

Telephone _____
Home Mobile

E-Mail Address: _____

Emergency Contact _____
Name Telephone Number

Have you received your high school diploma? Yes () No ()

If No, have you received a GED? Yes () No ()

Have you been fingerprinted pursuant to Part 87 of the Regulations of Commissioner of Education?
Yes () No ()

If no, you will be required to be fingerprinted and receive clearance before beginning the work of the contract.

Please describe any volunteer and/or other community work, for which you have been involved.

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Name of the school for which you are applying: _____

Are you a parent, grandparent or legal guardian of a child or children at that school?

() yes () no

Please list name and grade of student(s):

Please list two references. (Required)

- Name
- Address
- Telephone #
- Email address

- Name
- Address
- Telephone #
- Email address

Parent Signature _____

Principal Signature _____

(*Please note: Principal signature is only required on the application of the selected facilitator(s).

Thank you for your interest. Should you meet the qualifications, you will be contacted by the school for an interview. Should you have questions, please contact either the school principal or Supervisor of Office of Parent and Family Engagement at 816-3170.