

- Observe strict confidentiality about all matters seen or heard at school. Every volunteer is expected to honor the ethical considerations and legal responsibilities regarding the privacy of students and their records.

**Site administrator and PTA president: Partners working together**

The site administrator and the PTA president represent two important groups in the school: staff and parents.

- Meet regularly at agreed-upon times. Discuss issues. Review plans for events. Keep each other informed.
- Work out problems or misunderstandings promptly in a direct, honest way—privately. Keep an open mind. Listen to each other.
- Be positive and enthusiastic about the school when working with parents and community
- Develop a win-win attitude. Celebrate each other's accomplishments.

**Parents/Guardians are a child's first educator and school partner**

Parents/Guardians share responsibility for their children's education by:

- Sending to school a child who is ready and eager to learn, self-disciplined and prepared to accept the authority of school staff.
- Seeking the advice of teachers to understand their children's growth and learning—and sharing information that will help school staff plan for their children.
- Showing commitment to education by attending parent-teacher conferences, open houses, PTA meetings, student concerts and other school programs, whenever possible.
- Attending programs to learn about current issues and trends in education.
- Understanding and working for the passage of school measures.
- Learning about and actively supporting school programs, curriculum, regulations and procedures.

**PARTNERS  
IN  
EDUCATION:**

**The Site  
Administrator  
and PTA**



2327 L Street, Sacramento, CA 95816-5014  
916.440.1985 • FAX 916.440.1986 • info@capta.org • www.capta.org



Partnerships, teamwork and cooperation are the building blocks of education leadership today. The site administrator and PTA can form an effective partnership to achieve quality public education.

Effective partnership requires the knowledge and understanding of each participant's role, responsibilities and authority, which includes setting goals and working cooperatively to achieve them. Working together can lead to success for all students.

### Site administrator's role in education

It is the site administrator's leadership that sets the tone of the school, the climate of learning, the level of professionalism, the morale of the staff, and the degree of concern for students.

### School official

The main duties of the site administrator are to

- Ensure that the school follows the curriculum guidelines adopted by the school board and/or site-based management council\*.
- In cooperation with the school staff, determine the instructional strategies used in the school.
- Implement the school district's procedures for student admission, registration, placement, instruction, evaluation, behavior, due process, and student record maintenance.
- Supervise all school personnel, including training and evaluation, hiring and firing according to the policies and guidelines established by the school board.

- Oversee the school building, safety, maintenance and security.
- Prepare the budget and being accountable for budget expenditures.
- Ensure that the school is in compliance with applicable local, state and federal laws.

*\*A site-based management council is a group of people at the local school who have decision-making power for the school. Councils include elected teacher, staff and parent representatives, and generally include a site administrator. Students must be represented on high school councils; middle school student participation is optional.*

### Partner with parents/guardians

The site administrator is responsible for local implementation of the school board's parent involvement policy. The site administrator can ensure parent involvement by:

- Being available to the community. (scheduling meetings for the public at different times—days, evenings and weekends.)
- Inviting parents to make private appointments to discuss concerns.
- Ensuring that parents feel welcome at and comfortable in the school.
- Planning for and facilitating parent-teacher conferences, scheduling the conferences at times when parents can attend, and informing parents and teachers how to use these conferences to build parent-teacher-student teamwork.
- Being sensitive to the varied circumstances in students' lives that affect behavior and academic performance.

### Partnership with PTA

To further the PTA partnership, the site administrator can:

- Be active in PTA, attending meetings and encouraging teachers to participate.
- Encourage PTA to keep its primary focus on education issues and parent education rather than fund-raising.
- Work together to solve problems and set goals that will benefit all students.
- Help the PTA plan activities to accomplish specific goals (for example, encouraging PTA to plan events that promote children's well-being, home-school cooperation, and community betterment). These events often strengthen the school's business and community relationships as well.)
- Work with PTA to develop a program for training and using parent and community volunteers, who can help school staff enrich all areas of the school.
- Write a regular column for the PTA newsletter to keep parents informed of current education issues. (Reference can be made to books, magazine or website articles, radio or TV programs.)
- Provide space for a parent resource center and suggesting materials to include in the center.
- Recognize PTA and community volunteers' efforts for their contributions to the school.
- Schedule forums for parents that build support for public education.

### PTA and site administrator partnership

A working partnership between the site administrator and PTA, dedicated to the well-being of all children and youth, can strengthen family life and improve education for children.

The PTA should:

- Present PTA/community concerns and issues to the site administrator. Develop a forum that allows for frank and open discussion.
- Focus on education and how to benefit students.
- Encourage the site administrator to share goals for and concerns about the school.
- Work with the site administrator and/or site-based management council to set goals and help plan programs/activities to achieve these goals.
- Be alert to staff and community talents and resources, and draw on them for the benefit of the entire school.
- Encourage the site administrator to promote fair discipline for all children. Volunteer to serve on a committee to write a discipline code, if one does not exist.
- Work with the site administrator to develop annual school reports and the annual local site budget. PTA representatives can speak in support of budgets and other issues at school board and local government meetings.
- Disseminate the annual school accountability report card (SARC).