



Roles & Responsibilities Overview

This is a **multi-year, continuous improvement process** implemented by a **school team** made up of **families, educators and the principal**. It also requires at least one **district level staff person** supporting and aligning the work.

- It takes schools typically 12–24+ months to achieve 1st time certification.
- In addition, schools are required to apply for annual recertification which is a lighter lift than first time certification but does require evidence of ongoing improvement efforts based on family and educator feedback.

People serving in each role may shift over time, especially family leaders on school teams. The important piece is that someone is designated to each of these roles:

- **District Leader** (1–2 people depending on number of participating schools)
- **School Principal**
- **Family Friendly School Action Team Lead** (Can be the principal)
- **FFS Action Team Members** (Minimum: 2 families, 2 classroom teachers and principal)

FFS Roles Defined:



District Leader (1–2 people depending on number of participating schools)

Recommended staff: Federal programs staff, family and community engagement lead, or assistant superintendent

Responsibilities:

- ✓ Oversees fit, readiness and selection of participating school(s) to include strong principal commitment
- ✓ Reduces duplication by aligning Family Friendly work with existing initiatives
- ✓ Listens for barriers and helps improve conditions at the district and school level where possible
- ✓ Supports expansion to more schools when appropriate
- ✓ Helps with coordination of partnership contracts and payment logistics as needed
- ✓ Ensure schools maintain certification status in the event of principal transition
- ✓ Shares cross-school patterns, strengths, and gaps
- ✓ Supports district-wide family engagement improvement efforts
- ✓ Coordinates public recognition and celebration of schools earning certification



Time Commitment:

- Approximately 1-2 hours per month depending on the frequency of check-ins with school-level staff and participation in national community of practice webinars.
- Must attend Intro to National Family Friendly Schools Webinar (1-hour, online)
- Must attend Onboarding Webinar for School and District Leaders (1-hour, online)
- Optional: Monthly FFS Best Practice Sessions and monthly District Leader Community of Practice calls



School Principal

Critical: Schools without strong principal leadership struggle to sustain this work.

Responsibilities:

- ✓ Serves as FFS Action Team Lead or active leadership partner to the team lead
- ✓ Communicates that family engagement is a core instructional and school improvement priority
- ✓ Ensures all school staff are aware of how the FFS Certification process works and the role of the School Action Team
- ✓ Ensures alignment of FFS with other school improvement efforts
- ✓ Guide staff in using the Family Friendly Self-Assessment as a reflection tool
- ✓ Promote cycles of reflection, testing new practices, and adjustment over time
- ✓ Encourage progress toward meaningful practice change rather than rapid certification
- ✓ Ensure families are meaningfully included as equal partners on the Family Friendly Team
- ✓ Support FFS Action Team formation and regular meeting time and location
- ✓ Support initial application and annual recertification
- ✓ Communicate patterns, strengths, gaps and barriers to FFS District Leader.

Time Commitment:

- Must complete the Family School Partnership 101 course (3 hours)
- Plan for ~1–2 hours per week in year one, with time increasing or decreasing based on your pace and the scope of changes identified through the self-assessment. Recertification years reduce commitment to about 1-2 hours per month, again depending on scope of desired changes.
- Must attend Intro to National Family Friendly Schools Webinar (1-hour, online)
- Must attend Onboarding Webinar for School and District Leaders (1-hour, online)
- Must attend FFS School Action Team Meetings which are usually hosted monthly to bi-monthly until reaching initial certification and then less often in recertification years.
- Optional: Monthly FFS Best Practice Sessions and monthly School Leader Community





FFS School Action Team Lead

The Team Lead serves as the coordinator and facilitator of the Family Friendly Schools process at the school level.

Recommended staff: Principal, assistant principal, or family specialist if they help implement academic partnership efforts not just wrap-around or basic need services.

Responsibilities:

- ✓ Forms and leads a Family Friendly Action Team (max 10; includes teachers, families, and principal)
- ✓ Schedules and facilitates meetings aligned to the FFS process
- ✓ Manages evidence collection and certification application
- ✓ Communicates updates with school and district leadership
- ✓ Builds staff awareness and engagement
- ✓ Ensures family voice shapes decisions and action steps
- ✓ Leads schoolwide feedback loops with families and educators

Time Commitment:

- Must complete the Family School Partnership 101 course (3 hours)
- Plan for ~1–2 hours per week in year one, with time increasing or decreasing based on your pace and the scope of changes identified through the self-assessment. Recertification years reduce commitment to about 1-2 hours per month, again depending on scope of desired changes.
- Time needed for leading FFS School Action Team Meetings which are usually hosted monthly to bi-monthly until reaching initial certification and then less often in recertification years.
- Must attend Intro to National Family Friendly Schools Webinar (1-hour, online)
- Optional: Monthly FFS Best Practice Sessions and monthly School Leader Community of Practice calls

RESOURCE: [Team Lead Deep Dive Guide](#)





Family Friendly Action Team (6–10 members per school)

All Family Friendly School Action Team members share responsibility for leading and supporting the Family Friendly process.

Recommended membership: Must include at least 2 classroom teachers, 2 family leaders and the principal. Additional members may include:

- Family members representing the diversity of the student population (including at least one who is not typically engaged)
- Additional classroom teachers across grade levels
- Family resource coordinator or family engagement specialist

Note: Existing teams or sub-committees such as PTA/PTO, Trauma-Informed, MTSS etc. may double as the FFS Action Team if membership includes family voice and is well positioned to lead meaningful change.

Schools are encouraged to reduce barriers to family participation (stipends, childcare, transportation when possible).

Responsibilities:

- ✓ Leads the school's Family Friendly Schools process through collaboration and shared ownership
- ✓ Meets regularly to reflect on current practices, review family feedback, and identify priorities
- ✓ Develops and implements action steps to strengthen family–school partnership
- ✓ Gathers input from the broader school community, including families and staff
- ✓ Supports team lead with documentation of practices, progress, and impact for certification
- ✓ Helps ensure family voice is consistently included in decision-making and improvement efforts

Time Commitment:

- Must complete the Family School Partnership 101 course (3 hours)
- 3-5 hours per month in the first year of the process or until certification is reached. Reduces to 1-2 hours per month after certification.
- Leads the school's Family Friendly Schools process through collaboration and shared ownership
- Meets regularly to reflect on current practices, review family feedback, and identify priorities
- Develops and implements action steps to strengthen family–school partnership
- Gathers input from the broader school community, including families and staff
- Supports team lead with documentation of practices, progress, and impact for certification
- Helps ensure family voice is consistently included in decision-making and improvement efforts

