

FORT WORTH ISD

# Community & Strategic PARTNERSHIPS

## ***Role of the FWISD Campus Partner Coordinator***

You were selected as your school's Partner Coordinator because you have the ability to tell the unique story of the students and teachers on your campus. You know what your campus needs and you've made a commitment to search out solutions. Think of yourself as being in the matchmaking business – searching out suitable partners to help meet the needs of your campus.

Following are some typical roles, responsibilities and attributes of a Campus Partner Coordinator. At most schools, a Partner Coordinator:

- Identifies, recruits and manages partner relationships for the campus.
- Serves as the official liaison between the campus, the partner and the Department of Community and Strategic Partnerships.
- Keeps the principal informed about a partnership's progress.
- Facilitates communication and regular meetings with partners.
- Prepares thank you letters to partners and ensures appropriate recognition.
- Promotes the partnership among the school staff, parents and community. Provides visibility for the partner by including information in the campus newsletter, on the campus website, school marquee, bulletin boards, etc.
- Submits partnership success stories, activities and photographs to Department of Community and Strategic Partnerships.
- Submits monthly reports on cash and in-kind donations to Department of Community and Strategic Partnerships.

Your leadership will be critical to the success of your school's Partnership Program. Thank you for taking on this important role!