



Parent Ambassador Position Summary

Position: Parent Ambassador

Reports To: Office of Communications and Stakeholder Engagement/School Principal

Stipend: Up to \$1,000

Time Commitment: Approximately 5-6 hours per month

Summary

Parent Ambassadors play an essential role in building strong relationships among families, the school, and the community. Working alongside school leadership and the Communications and Stakeholder Engagement Office, Parent Ambassadors help improve family engagement, support communication efforts, and strengthen connections that contribute to student success. This role directly supports Theme D of the District's [Strategic Plan](#) by strengthening partnerships between the school and families, and by expanding families' access to school and community resources. The role also supports the Superintendent's Priority Goal #3 to expand stakeholder communication and partnerships. Parent Ambassadors help embrace all families as partners in their children's education, empowering them to engage productively with the school community and contribute to student success.

In this role, Parent Ambassadors serve as change agents and culture builders, particularly in school communities experiencing transition under the Future Ready plan. As schools evolve, some families may experience feelings of "othering," displacement, or uncertainty as they adjust to new environments and identities. Parent Ambassadors play a critical role in addressing these challenges by fostering belonging, strengthening trust, and helping families see themselves as valued members of the school community.

Through relationship-building, inclusive communication, and visible presence, Parent Ambassadors help shape a positive, welcoming culture that honors families' experiences while supporting the development of a shared identity in the school's new chapter. Their work supports emotional safety, connection, and engagement, which are key foundations



for successful transitions and long-term student success. Parent Ambassadors will help families navigate changes, access information, and feel welcomed and valued throughout the process. This role also emphasizes **promoting and modeling a positive school culture** where all families feel respected, included, and connected.

Key Responsibilities

Each school community is unique. Parent Ambassador duties may vary based on school needs and will be determined in collaboration with the principal and the Communications and Stakeholder Engagement Office. At a minimum, Parent Ambassadors will support in the following six areas:

Family Outreach & Communication

- Welcome and connect with new, current, and prospective families, with special outreach to families affected by transitions or school closures under the Future Ready plan.
- Share information about school events, District updates, Future Ready timelines, and community resources through accessible platforms (email, text groups, social media, flyers, etc.).
- Promote an inclusive communication environment where all families receive accurate, timely information.

Support for Transitioning Families

- Assist families in understanding new school assignments, transportation changes, orientation events, and available supports.
- Help create a smooth, positive transition experience by serving as a peer connector, answering general questions, and directing families to appropriate staff when needed.
- Encourage relationship-building among students and families entering new schools.

Positive School Culture Promotion

- Model and promote a welcoming, affirming environment for all families.
- Support initiatives that strengthen school pride, belonging, and positive communication.
- Provide feedback to the principal and school leadership team about any emerging concerns affecting family morale or culture.

Support for School Engagement Activities

- Assist with at least **2–3 family engagement events** per school year (e.g., welcome/orientation nights, workshops, Future Ready updates, literacy or math events).
- Help with outreach, promotion, set-up, and serve as a welcoming presence.
- Ensure families, especially those impacted by transitions, feel supported and included.

Parent School Community Council (PSCC) Support

- Promote monthly PSCC meetings and encourage parent attendance.
- Help ensure families are aware of meeting dates, posted agendas, or relevant topics.

Ambassador Meetings & Training

- Attend an orientation training and regularly scheduled check-in sessions through the Communications and Stakeholder Engagement Office.
- Participate in brief periodic meetings with the principal or the Communications and Stakeholder Engagement Office as needed.

Minimum Qualifications



- Must be a **parent or legal guardian of a student actively enrolled in a Pittsburgh Public Schools (PPS) school** during the term of the appointment.
- Must demonstrate a **minimum positive, supportive attitude toward Pittsburgh Public Schools** and a commitment to representing the district in a respectful and constructive manner.
- Knows how schools work and understands the kinds of questions and needs families often have. Is familiar with community programs, services, and supports—or is eager to learn—and can help connect families to helpful resources.
- Enjoys talking with people and is comfortable sharing information with other parents, school staff, and community members. Listens well, explains things clearly, and helps families feel welcomed, heard, and respected.
- Values and respects families from all cultures, languages, and life experiences. Helps make sure all families feel included and supported and can speak up for family needs in a positive, constructive way.
- Works well with school staff, PTA, PSCC, and other parents to support events, outreach, and communication. Is organized, dependable, and follows through on commitments to help strengthen family engagement.
- Must be eligible to work in a school setting and **successfully obtain and maintain all required clearances** in accordance with PPS and Pennsylvania Department of Education requirements, including but not limited to:
 - Pennsylvania State Police Criminal History Clearance
 - Pennsylvania Child Abuse History Clearance
 - FBI Federal Criminal History Clearance (fingerprinting)

Stipend

Up to \$1,000 stipend will be paid to each Parent Ambassador who completes their role and responsibilities. The stipend is paid in four (4) installments in September, December, March, and June.