

SOME DUTIES HANDLED BY DIRECTOR OF COMMUNITY RELATIONS/DEVELOPMENT:

1. Communications:
 - a. Crisis Communications
 - b. Newsletters/Patch/Social Media
 - c. Snow/weather communications
 - d. COVID communications
 - e. Surveys-vax clinics, bus routing, educational platforms
2. Comprehensive Planning (co-chair):
 - a. Steering Committee Meetings
 - b. Board Presentations
 - c. Budgeting with Planning Teams and BA
 - d. Monitoring Effectiveness with Action Teams
3. Enrollment:
 - a. Meeting with families
 - b. Secure documentation
 - c. New system changes
 - d. Kindergarten registration/assignments
4. Event Planning:
 - a. Tinicum Blue Ribbon
 - b. Durham 40th
 - c. 911 Remembrance
 - d. Opening Day for staff
5. Grant Management:
 - a. PA Commission on Crime and Delinquency (PCCD) Grants
 - b. Palisades Community Foundation (PCF) Grants
 - c. Lehigh Valley Education Foundation
6. Partnerships:
 - a. YMCA - Summer Recreation/After School Activities
 - b. Palisades Community Foundation (PCF) - support district needs
 - c. Emergency Mgt. Supervisors (EMS) - safety and security issues in the district
 - d. Superintendent Parent Liaison Committee (SPLC) - parent issues/concerns
 - e. PEARLS - Senior Citizen Volunteers/tax rebate
7. Secretarial Systems Training:
 - a. Meets quarterly to review best practices
8. Security:
 - a. Review walkthroughs for district themes
 - b. Develop budget for security needs
 - c. Attend regional and county meetings for trends
 - d. Implement district strategies for enhanced protections - main offices configurations, Navigate 360, cameras/door contacts, stop the bleed kits and training, and drills
9. Software/System Management:
 - a. School District website
 - b. School Messenger communications
 - c. My School Bucks payments
 - d. PowerSchool Enrollment
10. Work with local press to promote our district; answer questions; write releases