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