

*Supervisor of Community and Student Services - Duties*

Responsible for:

1. Serve as a liaison between the building administration and Conestoga High School Class Parent Organizations/Middle School PTO/Elementary PTO/HSA to address needs and initiatives and facilitate regular meetings with presidents.
2. Coordinate and/or assist with parent-led and/or volunteer-led school events.
3. Recruit, manage, and retain volunteers as needed and ensure volunteers meet all District requirements.
4. Provide ongoing communication and support to District volunteers.
5. Facilitate compilation of District-wide volunteer lists for inclusion in the monthly School Board agenda.
6. Serve as the school liaison for exchange student programs at Conestoga High School, coordinating with agencies to support student experiences.
7. Organize and facilitate the Senior Experience Elective Program at Conestoga High School by orienting and mentoring students toward their experience, solicit and maintain relationships with community sponsors, communicate and support teacher sponsors, and collect, analyze, and coordinate all data related to the program.
8. Serve as the District liaison for Conestoga High School alumni, including managing reunion information, assisting in alumni events, and the publication of the alumni directory.
9. Supervise District nurses.
10. Supervise multi-tiered intervention teachers at the secondary level.
11. Act as District Liaison to the Foundation for Learning in Tredyffrin/Easttown (FLITE) Board of Trustees, Tredyffrin & Easttown Care (T&E Care) and Area Residents Caring and Helping (ARCH).
12. Performing such other duties and responsibilities as assigned by the Director of Safety and Student Services.

Reports to Director of Safety and Student Services