Shannon — everything, one tap each

Links live 30 days. Files 1–2 are the only Frontline uploads. The posting has no Closing Date field — do not wait.

Site
Lime cover. Start here.

Wiki
Phone briefing. Never attach.

1 · Cover
Legal name + Gmail. Frontline 4523 only.

2 · Packet
16 pages. Frontline 4523 only.

3 · Binder
Yours only. Never attach.

4 · Panel
Print 4× single-sided.

5 · Leave-behind
Card stock.

6 · Finance
Only if they ask money.

7 · Car drill
Answer aloud before Ava.

8 · 90-second brief
Parking lot.

The room



Dr. Carol D. Birks
Superintendent / CEO
Owns strategy. Wrote the FCRC into the plan.



Dr. Amelia Coleman
Deputy Supt / Chief Academic Officer
Outcome guardrail: 17% ELA, Benchmark Advance.



Herman C. James
Chief of Talent Mgmt & Labor Relations
Scored hire. Creds plate matters to him.



Andrene Brown-Nowell
Board President
Front door. Welcome Center retention.



Evette D'Amore
Board Member
Attendance. Allen 43.1 / Dieruff 50.2.

NO OFFICIAL PORTRAIT

Dr. Xavier E. Edwards
Chief Outreach Officer, FACE
Hiring lead. Opens the packet. No official portrait on allentownsd.org.

NO OFFICIAL PORTRAIT

Lisa Greitzer
Acting Director, FACE
Continuity, not erasure. No official portrait on allentownsd.org.

The building



FAMILY & COMMUNITY RESOURCE CENTER, BRIDGEVIEW CAMPUS, DI GROUP RENDERING, DECEMBER 2026 TARGET [C24][C25]

Submit in this order

1. Open Frontline for Allentown SD. Search JobID **4523** — Director of Family Empowerment and Whole Community Services. Not the FACE category page, not 4455, not 4492.
2. Position type: Administration / Director. Confirm the posting shows Date Posted 8/31/2026 and no Closing Date field. Do not wait for one.
3. Upload file 1 (Cover, PORTAL copy) as the cover letter. Upload file 2 (16-page packet, PORTAL copy) as the resume/ supporting document. These two carry your legal name and Gmail; nothing else does.
4. Resume field: the packet already contains the CV pages. If the portal demands a separate resume, upload the packet again.
5. Certifications: PA administrative credentials and Ed.D. as issued. References: up to five, external. Transcripts: as issued.
6. No photograph anywhere. Do not attach the Binder, Panel, leave-behind, workbook, or audio.
7. Submit. Screenshot the confirmation. Then email Dr. Edwards a two-line note that the application is in (packet page 1 has the text).
8. Car: play file 8 once, file 7 daily. Name the three gaps before they do. Close on day ninety.

Overlay rule

Git and every non-portal file say **Shannon K., Ed.D. · email on CV**. Only the two PORTAL copies carry your legal name and Gmail. If a file with your surname shows up anywhere else, it is the wrong file.

Never say

A district-wide attendance average (there is none published; Allen 43.1 and Dieruff 50.2 are building cells). A close date. An opening date for the Center (December 2026 is a construction target). Spanish fluency. CLIU 21 tenure. A FACE title you have not held — name the gap first, then the control.



WILLIAM ALLEN HIGH SCHOOL, REGULAR ATTENDANCE 43.1 [C13]