

VHS LEAD Program Assistant

The VHS LEAD Program Assistant will:

- Attend a LEAD System sponsor training with the Coordinators in the summer or fall.
- Work with the Director of Culture and Student Services and the Student Leadership/Climate Coordinator to support the VCS LEAD System and the SOS philosophy and themes within VHS.
- Co-facilitate a mentor team with the District LEAD System Coordinator.
- Act as in-house logistical liaison between the VHS Middle School **and** Elementary Mentor Program/LEAD System and its coordinators and schools. This includes but is not limited to:
 - Scheduling busses for all mentoring trips to schools
 - Working with attendance office for field trip forms, excused absences, etc.
 - Organizing permission to drive forms, etc.
 - Making announcements
 - Posting signs as needed
 - Communicating info to mentors in various formats as needed
 - Collecting forms, fees, contracts, etc. as needed
 - Updating rosters, etc.
 - Communicating with VHS teachers as needed
 - Supervising busses monthly and making sure kids leave VHS on time for monthly mentoring sessions