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## SUPERINTENDENT

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**Summary: Highly driven, accomplished, and results-oriented professional with 20+ years of progressive experience in education including 10 years in executive roles.** Demonstrated expertise in effectively leading district-wide operations encompassing student performance and attendance, HR, security, crisis management, healthcare, and other key departments. Proactive supervisor with proven abilities in devising strategic plans, driving change, and fostering safe environments conducive to student growth. Valued contributor to management teams with sound business and financial acumen. *Key skills include:*

Program Direction • Student & Parent Relations • Continuous Improvement • Professional Development  
Administrator Evaluation • Curriculum Design/Revision • Multi-Campus Management • Budget Administration  
Policy & Procedure Development • Consensus Building • Conflict Resolution • Staff Training & Supervision

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## PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

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ABC School District, City, State 2007 to Present

### **Executive Director of Student Services**

Supervise district-level operations for 4 schools with 11K students and 1.5K employees. Preside over discipline, daily and compulsory attendance, October Count/annual funding procedures, student records, instructor and principal evaluations, wellness and school-based health center, crisis plans and security, homebound student education, and counseling services. Directly manage team of 12 including Coordinator of Student Services, Supervisor of Counselors, Supervisor of Security, Coordinator of AVID, Student Services Data Manager, Compulsory Attendance Specialist, Administrative Assistants to the Directors, Registration Secretaries, and Night Security Patrol.

- Contributed to numerous operational advancements:
  - Completely reorganized Student Services department.
  - Built new Security department and standardized district-wide crisis management procedures.
  - Trained principals in school laws regarding attendance, discipline, risk assessment, and child abuse.
  - Improved accuracy of student records and compulsory attendance processes.
  - Expanded services and capacity of school-based health center.

ABC School District, City, State 2006 to 2007

### **Superintendent**

Directed educational and business functions for district with 1.4K students. Managed \$2M annual budget. Monitored performance of 150 employees including administrators, teachers, and staff on all levels within Curriculum and Instruction, Maintenance, Technology, Transportation, and Business and Finance departments.

- Introduced beginning-of-year convocations and regular building/classroom visits, significantly enhancing communication and cohesion among staff.

ABC School District, City, State 2003 to 2006

### **Superintendent**

Delivered leadership for district with 600 students and 60 personnel. Specifically enlisted to increase transparency of school operations for community members.

- Passed bond issue that had previously failed 3 times to construct new athletic facility; built and maintained strong relationships within the community.

*Additional administrative experience: **High School Principal** – ABC School District, City, State; **Principal** – ABC High School, City, State; **Assistant Principal** – ABC High School, City, State, ABC Jr. High School, City, State, and ABC High School, City, State*

*Faculty/teaching experience: **School Law** – State University, City, State; **Effective Teaching** – State University, City, State; **Mastery Teaching** – State University, City, State; **Industrial Arts and Computer Literacy** – ABC Jr. High School, City, State; **Industrial Arts** – ABC High School, City, State, ABC Middle School, City, State, and ABC High School, City, State*

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## EDUCATION & CREDENTIALS

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**Superintendent License Program**, State University, City, State

**M.Ed. in Educational Administration**, State University, City, State

**B.S. in Industrial Education**, State University, City, State

**Professional Development:** Gallup Teacher Perceiver Training, Tointon Institute-Principals Academy, Central Rockies Leadership Training, Instructional Leadership Training, Master Schedule Building, McGrath Succeed

**Licensure:** Professional Administrator (Superintendent), Professional Principal

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## PROFESSIONAL MEMBERSHIPS & ACTIVITIES

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American Association of School Administrators (AASA)

State Association of School Executives

State Association for School-Based Health Care Board of Directors

Senate Bill 94 Community Member (2007 to Present)

House Bill 1451 Committee Member (2007 to Present)

Community Juvenile Review Board (2007 to Present)

Mayors and Managers, County (2006 to 2007)

Western Superintendents

Southwest Superintendents

State Association of Superintendents & Senior Administrators Board of Directors

Superintendent of the Year Selection Committee (2005 to 2006)

Regional Professional Development Council, Southeast Region

Southern Superintendents Association (2003 to 2006)

South Central Board of Cooperative Educational Services (BOCES) Superintendent Advisory Council Vice President and Alternative License Advisory Committee

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## COMMUNITY AFFILIATIONS

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Rotary Club (2003 to 2007)

County Economic Development Committee (2004 to 2006)

County Regional Planning Commission (2003 to 2006)

Managed Care Systems Advisory Board, City, State (2002 to 2003)

Youth Foundation, Board of Directors, City, State (1997 to 2000)

Lions Club (1997 to 2000)

Co-Community Coordinator, City, State (2000)

Chamber of Commerce Board of Directors (1998)

Trail-100 Aid Station Captain (1996 to 1998)

Credit Union Supervisor, City, State (1995)

*Regularly participate in 5K, 10K, and sprint triathlons*