

# JANE SMITH

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## ASSISTANT SCHOOL SUPERINTENDENT WITH 20+ YEARS OF LEADERSHIP EXPERIENCE

Strategic Planning & Collaboration/Program Creation & Implementation/Leadership & Talent Development

*Recognized and Honored Nationally and Regionally for Service to Students and Communities*

### EXECUTIVE SUMMARY

A passionate, resourceful, and solutions-oriented Assistant School Superintendent with 20 years of administrative experience within one of the region's most successful and diverse small school systems. Forward-thinking leader and enterprising problem-solver with tactical and strategic vision, keen bottom-line focus, and success in optimizing efficiency and maximizing results through delivery of value-added systems and services. Skilled in encouraging and supporting restructuring efforts, developing and implementing various improvement programs based on state and federal educational standards and requirements, and reenergizing the organizational infrastructure to improve student performance. A team-builder possessing an innate ability to inspire teachers and establish and maintain solid relationships with students, parents, staff and the community. Articulate communicator and effective presenter with a management style that focuses on matrix teamwork and clearly defined mission and values for buy-in of all levels. Strong qualifications in personnel development and relationship management.

### CORE COMPETENCIES

- *Program Planning/Management*
- *Academic/Curriculum Reform*
- *Strategic Planning/Leadership*
- *Regulatory Compliance*
- *Union Contract Negotiation*
- *Student Testing/Assessment*
- *Special Education/Inclusion*
- *Conflict Resolution/Mediation*
- *Academic Goal-Setting*
- *Staff Leadership/Mentoring*
- *Short/Long-Term Goal Setting*
- *Outside/Creative Funding*
- *Budget/Resource Administration*
- *Recruitment/Selection/Retention*
- *Systems Innovation/Optimization*
- *Procedure & Policy Development*
- *Parental/Community Outreach*
- *Group Collaboration/Facilitation*

### DESIGNATIONS/LICENSURE

- Any Town USA Permanent Certification, School District Administrator
- Any Town USA Permanent Certification, School Psychologist

### EDUCATION

**Doctorate of Education in Executive Leadership** - Fordham University, Lincoln Center, New York  
**Professional Diploma in Educational Administration** - Fordham University, Tarrytown, New York  
**Masters of Science in School Psychology** - Long Island University - Westchester Campus, Westchester, New York  
**Bachelor of Science in Liberal Arts; Minor in Psychology** - University of the State of New York, City, New York

### CERTIFICATES

- Advanced Human Resources Studies, School of Industrial Relations - Cornell University
- Education Policy Fellowship Program, Columbia University/The Institute for Educational Leadership
- Labor Relations Contract Administration Certificate, School of Industrial Relations - Cornell University

### PROFESSIONAL DEVELOPMENT

- Model-Netics Instructor Training Program, Main Events Management Corporation
- Numerous Courses from the American Management Association
- Oswego Superintendent's Academy Program
- Putnam/Northern Westchester BOCES Certificate, Center for Educational Leadership
- School Leadership That Works: Integrate Marzano's Principles Into Your Administrative Repertoire

### PROFESSIONAL CHRONOLOGY

<b>ABC Public Schools</b> <i>Assistant Superintendent of Pupil Personnel Services and Personnel (Jul. 2003 – Present)</i> <i>Director of Special Education (Sept. 2002 – Jul. 2003)</i>	<b>Any Town, USA</b>	<b>Sept. 2002 - Present</b>
<b>ABC School District</b> <i>Director of Special Education (Sept. 2000 – Jul. 2002)</i> <i>Coordinator of CSE, Enrichment and ESL (Jul. 1997 – Sept. 1998)</i> <i>Psychologist (Sept. 1992 – Jun. 1997)</i>	<b>Any Town, USA</b>	<b>Sept. 1992 - Jul. 2002</b>

## KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

**ABC Public Schools, Any Town, USA***Assistant Superintendent of Schools (2003 – Present)**Director of Special Education (2002 – 2003)*

- Committed to growth and academic excellence for all students.
- Oversight of 3,000 students, educated in three (3) elementary schools, a middle school, and a 9 -12 High School, 495 staff members, and an annual special education budget of \$11M.
- Responsible for Human Resources, Pupil Personnel, and Special Education Services and a key member of the Cabinet and Central Office Management and Leadership Team.
- Supervised the process of monitoring employee attendance in accordance with all bargaining unit agreements; maintained and processed records related to employee attendance.
- Served as the Administrator of employee benefits; maintained direct responsibility for the supervision of all aspects of employee benefits including health, dental, life, retirement, and Federal COBRA laws for all employees and retirees.
- Planned, directed, and coordinated the recruitment and selection of support services staff and offered recommendations for appointment to the Superintendent.
- Coordinated the development of new job descriptions and the periodic review of existing job descriptions for all support services staff.
- Liaised with the Civil Service Commission; filed all required reports related to the selection and employment of support services staff.
- Assisted in the development of District negotiation proposals for bargaining units; served as a member of the Board's negotiating team.
- Coordinated the processing of support staff unit grievances including the maintenance of records of negotiations, grievances, and other employee complaints.

**Documented Record of Significant Contributions Throughout Tenure Including:**

- Selected to participate as a member of the Change Process Research Team, a project conducted by Dr. Lew Smith for the study for significant school change; assisted in developing the School Change Award for Fordham University, Lincoln Center, NYC.
- Significantly improved student performance gains in core learning areas such as reading and mathematics at the 8th grade levels based on a strategic plan developed from analysis of data and curriculum alignment.
- Conceptualized and implemented the first Autistic program in District.
- Developed Therapeutic Academic Support Class (TASC) in district for students with severe behavioral/emotional disabilities; lowered the cost of Special Education by over \$1.5M, helped to minimize the tax levy and saved several staff positions that would have been eliminated otherwise.
- Established PROMISE Scholarship (Promoting Resources and Opportunities to Motivate and Inspire Students to Excel) for students with disabilities.
- Established a parent institute offering workshops for parents and creating a vehicle for communication.
- Board of Education (BOE) Committee; led the recommendation for District-wide overhaul of curriculum and instruction in Science, Math, and Reading and the implementation of comprehensive reading program K-2 with further analysis planned for the overhaul of the reading program district-wide.
- Implemented staff information management systems (Wincap/AESOP) to improve oversight and accountability and systemize the management functions in Department of Human Resources.
- Created succession planning systems preparing talented staff for leadership positions through coaching; resulted in five (5) new/high level administrators hired in District within five (5) years.
- Facilitated a special education parent/staff committee; redesigned and improved special education programs.
- Prepared, executed, and oversaw a budget for special education programs and services; successfully communicated information to community in order to ensure support and budget passage.
- Recruited and hired stellar candidates and coordinated staff development and evaluation initiatives including the support for the use of the Charlotte Danielson model for teachers and administrators.

**ABC School District, Any Town, USA***Director of Special Education (2000 – 2002)**Coordinator of CSE, Enrichment and ESL (1997 – 1998)**Psychologist (1992– 1997)*

**KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE (CONTINUED)**

- Held various leadership roles with responsibility for Special Education Services, Committee on Special Education operations, Gifted programming, and English as a Second Language (ESL) in a 2,200 student diverse school district serving students in an Early Childhood Building, three (3) Elementary Schools, and a 7-12 High School.
- Strategic collaborative planning resulted in the development of service models that implemented “Response to Intervention” model years before the concept was developed by the field and proposed in legislation.
- Experience as a Psychologist provided a foundation in understanding assessment and impacts on student performance.

**Documented Record of Significant Contributions Throughout Tenure Including:**

- Lowered the cost of Special Education services by \$1M (26% reduction); funded prevention and enrichment services.
- Decreased the percentage of classified students by 5% (from 16% - 11%); increased those served in less restrictive placements.
- Developed full continuum of services including unique inclusion and collaboration models to facilitate student success in mainstream settings.
- Created specialized programming for total school enrichment experiences.
- Improved and enhanced ESL programming for increasing population of recent immigrant populations.
- Founder/Principal of summer school; coordinated After-School and Summer Remedial Programs, 1992 - 1997.

**HONORS/AWARDS**

- Executive Board Member, ABC Company, 2005 - Present ▪ Trustee, Board of Education, ABC Company, 2006 - 2010
  - Personnel Administrator’s Leadership Award, ABC Company, 2009 ▪ Educator of the Year, ABC Company, 2007
    - Member, The Planning Committee of Fordham University’s Principal’s Institute, 2002 - 2006
- Distinguished Leader Award, ABC Company, 2004 ▪ Founding Member, ABC Company School Change Award, 2003
  - Distinguished Alumni Award, ABC Company, 1996

**PROFESSIONAL AFFILIATIONS**

- American Association of School Personnel Administrators (AASPA) ▪ American Psychological Association (APA)
- Association for Supervision and Curriculum Development (ASCD) ▪ National Association of Elementary School Principals
  - National Association of Pupil Personnel Services Administrators (NAPPSA)
  - National Association of School Psychologists (NASP) ▪ National Principals Leadership Institute (NPLI)
  - New York State Association of School Personnel Administrators (NYSASPA)
- School Administrators Association of New York State ▪ Society for Human Resource Management (SHRM)

*References Furnished Upon Request*