

Nancy Kline, Superintendent of Schools

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA



500 East Ocean Blvd • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30200 • Facsimile: (772) 219-1231

AGENDA
SPECIAL SCHOOL BOARD MEETING
Thursday, August 9, 2012 – 4:30 p.m.
School Board Meeting Room
500 E. Ocean Boulevard
Stuart, FL 34994

Call to Order by the Chairman and Pledge of Allegiance to the Flag.

- 1. Adoption of the Agenda**
- 2. Approve CONSENT Agenda:**
 - 2.01 Schedule of Personnel Recommendations (P. 3 – 34)**
- 3. Open to the Public/Board**
- 4. Adjourn**

* Information will be distributed as soon as available

NOTICE OF RIGHT TO JUDICIAL REVIEW:

A party who is adversely affected by this Final order is entitled to Judicial review pursuant to Section 120.68 Florida Statutes. Review proceedings are governed by the Florida Rules of Appellate Procedure. Such proceedings are commenced by filing one copy of a Notice of Appeal with the School Board Clerk and a second copy accompanied by filing fees prescribed by law, with the District Court, Fourth District. The Notice of Appeal must be filed within 30 days of rendition of the order to be reviewed accurately and completely preserve all testimony in the proceedings, and, on the request of any party, it shall make a full or partial transcript available at no more than actual costs.

Accommodations are available for persons with special needs. Please call 219-1200 X 30425 for assistance.

School Board Members: Dr. David I. Anderson – Maura Barry-Sorenson – Michael Busha - Laurie Gaylord – Susan J. Hershey
Student Representative: ---

“An Equal Opportunity Agency”

August 9, 2012
Special School Board Meeting



REGULAR MEETINGS

Tuesday, August 21, 2012 – 6:00 p.m.
Tuesday, September 18, 2012 – 6:00 p.m.
Tuesday, October 16, 2012 – 6:00 p.m.

TRIM SPECIAL MEETINGS/PUBLIC HEARINGS

Tuesday, September 4, 2012 – 5:00 p.m. – Approve the 2011-2012 Annual Financial Report,
Approval to Transmit the Program Cost Report, & Approve the Final Budget Amendments
Tuesday, September 4, 2012 – 5:05 p.m. – Public Hearing to Adopt the Final Budget and Millage

August 9, 2012
Special School Board Meeting



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School Board of Martin County
Agenda Item Request Form
Board Meeting: August 9, 2012

Agenda Item # 2.01

1. AGENDA ITEM: Personnel Recommendations
X appropriate box(s): X New [] Renewal [] Addenda [] Presentation [] Grant \$
2. BACKGROUND INFO./STAFF RECOMMENDATION:
All personnel recommendations are presented to the School Board for approval according to established policies.
3. FINANCIAL IMPACT:
Is there a financial impact (Finance Review Required)? [] YES [X] NO
Is funding provided in approved budget? [X] YES [] NO
What additional funding is required? Indicate Amount \$
Source:

4. REQUIRED SIGNATURES: By signing below, you are verifying that you have reviewed the item and it is ready for submittal to the Superintendent and School Board respectively.

Requestor: Xenobia Poitier-Anderson
Executive Director of HRMD & Staff Development
Director/Principal: Gail Williams
Director of Personnel
Exec. Director or Asst. Superintendent: Dr. Frank Raffone
Assistant Superintendent
Finance Review: Bryan Thabit
Executive Director of Finance
Legal Review: [] REQUIRED [X] NOT REQUIRED

5. SUPERINTENDENT RECOMMENDS APPROVAL: [] YES [] NO



THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

Schedule of Personnel Recommendations

August 8, 2012

ADMINISTRATIVE PERSONNEL

EMPLOYMENT

1	Aitken, Timothy	Principal	CLE	08/07/12	Repl. X. Poitier-Anderson
2	Creach, Terry	Director of Transportation	Transportation	08/22/12	Repl. W. Flanagan

PROMOTIONS

3	Husnander, Laura	Principal	Challenger	08/07/12	IMS Asst. Principal to Challenger Principal, Repl. T. Romano
4	Eberst, Allysa	Asst. Principal	PSE	07/30/12	Teacher, JDP to Asst. Principal, PSE, Repl. C. Jones
5	Kenyon, Debra	Coordinator of Title 1	Title 1/Migrant	08/06/12	Title 1 TOA to Title 1 Coordinator of Title 1, Repl. P. Schmoyer

CONFIDENTIAL & NON-BARGAINING PERSONNEL

PROMOTIONS

6	Medeiros, Carla	Food Service Manager	WES	08/08/12	Food Service Asst. Mgr. to Food Service Mgr, Repl. S. Thomas
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SEPARATIONS

7	Wood, Andrea	Food Service Manager	PWE	08/08/12	Resignation
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TRANSFERS

8	DePalmo, Patricia	Food Service Manager	PCE	08/08/12	MMS to PCE, Repl. C. Uzar
9	Uzar, Catherine	Food Service Manager	PSE	08/08/12	PCE to PSE, Repl. J. Huffman
10	Huffman, Jean	Food Service Manager	PWE	08/08/12	PSE to PWE, Repl. A. Wood

[Print](#)

[Close](#)

Position: Principal - Elementary School

Date Submitted: 7/5/2012

CONTACT INFORMATION

Personal Information

* First Name:
Timothy

* Last Name:
Aitken

Middle Name:

Other Name:

Maiden Name:

Email:
timothyaitken@hotmail.com

Address

* Present Street Address:
1577 Buttercup Drive

* Present City: Chambersburg * State: PA * Zip: 17202

Address Good Until:
7/1/2012

Permanent Street Address:
3910 Halcomb

Permanent City: Port St. Lucie State: FL Zip: 34953

* Phone: 410-274-4647 * Phone Location: Mobile
xxx-xxx-xxxx

Phone 2: Phone Location:
xxx-xxx-xxxx

RESUME AND ADDITIONAL INFORMATION

Personal Information

Resume: You may copy and paste your resume below.

Please give accurate, complete, full-time
EMPLOYMENT HISTORY (excluding the teaching experience as listed previously) **FOR THE PAST THREE YEARS** (including self-employment, military, teacher aide, substitute teaching, industry, and unemployed periods of time).
 Timothy Aitken
 1577 Buttercup Drive
 Chambersburg, PA 17202
 410-274-4647 (cell)
 301-766 8201 (work)

PROFESSIONAL PROFILE

? Offering five years of elementary school Administrative experience supported by a Maryland Administrator II certificate and seven additional years of teaching experience all within Title I and Title III schools endorsed by a Master's Degree in Educational Leadership and Policy (A&S) from Shippensburg University ... five years of job embedded professional development associated with the National School Reform Faculty – Coalition of Essential Schools

? Subsequent selection as a national presenter for the CES Fall Forum in San Francisco 2010... sustained roles as a certified Peer-Coach, PBIS Chairman, SIT Facilitator, and active participant in the following professional committees: Charlotte Danielson (TIF Grant) Observer, Third Generation Team; NSRF Instructional Slices (5+ schools), Vice President of MAT PDS Program for the partnership between Frostburg State University and Washington County Public Schools, Site Coordinator for MAT PDS, 2 consecutive years as Mentor Teacher for MAT PDS, President of YMCACC Parent Organization – CYCAPA

? Comprehensive computer experience including: Microsoft Office, AS400, and external data warehouse (PMI) for analysis and research, Proven synergistic leader focused on student achievement through efficiency, constant professional effectiveness and improvement, and data-driven progress monitoring ... Prior private sector supervisory experience requiring discipline, tact, diplomacy, and leadership

? Demonstrated ability to work independently and collaboratively, empowered to take initiatives and entrusted to decisions; takes a cerebral approach to daily operations and consistently makes informed decisions, established strong relationships with all stakeholders

EXPERIENCE

Washington County Board of Education, Hagerstown,

Languages

Do you speak or read a language other than English (including sign language)?
 No

If **yes**, list each language and select all that apply for you.

Language 1

Language 2

Language 3

Language 4

Maryland – July 2011 – Present
Principal – Hickory Elementary

HIGHLIGHTS:

- IEP Facilitator
- Formal and Informal Observations
- Olweus Bullying Prevention/Intervention Team
- CPI/TCI Trained and Certified
- Peer-Coach
- Conducts daily classroom walk-throughs
- Administrative Mentor
- SIT/Student Support Team/504 Team
- Character Development Coach

Washington County Board of Education, Hagerstown,
Maryland – July 2009 – July 2011
Assistant Principal – Eastern Elementary

HIGHLIGHTS:

- IEP Facilitator
- Formal and Informal Observations
- Olweus Bullying Prevention/Intervention Team
- CPI Trained and Certified
- Peer-Coach
- Conducts daily classroom walk-throughs
- County-wide Report Card Committee member
- Discipline K-5
- Character Development Coach

Washington County Board of Education, Hagerstown,
Maryland – July 2007 – July 2009
Assistant Principal – Boonsboro Elementary

HIGHLIGHTS:

- IEP Facilitator
- Formal and Informal Observations
- Attendance/Discipline K-5
- CPI Trained and Certified
- Peer-Coach
- Conducts daily classroom walk-throughs
- Instructional Data Analysis
- Character Development Coach

Washington County Board of Education, Hagerstown,
Maryland – July 2004 – July 2007
Teacher (2nd, 3rd, 5th grade) – Salem Avenue
Elementary

HIGHLIGHTS:

- Team Leader
- SIT Facilitator
- PBIS Team Member
- Formal and Informal Observations
- CPI Trained and Certified
- Peer-Coach

Archdiocese of Baltimore, Baltimore City, Maryland –
July 2002 – July 2004
Teacher – Saint Bernardine's Catholic Middle School

HIGHLIGHTS:

- Head Teacher
- SIT Facilitator
- Formal Observations
- Peer-Coach

Baltimore City Public Schools, Baltimore City,
Maryland – July 1998 – July 2000
Teacher (2nd grade) – Cold Stream Park Elementary
School

HIGHLIGHTS:

- Team Leader (2nd year)
- Perfect Attendance Award both years

EDUCATION

Shippensburg University – Shippensburg PA
M. Ed. – Educational Leadership and Policy – August
2007

Administrator's I Certificate – Maryland – Active
December 2007
Administrator's II Certificate – Maryland – Active
February 2008
Administrative Certificate – Pennsylvania – Active
January 2009
Advanced Professional Certificate – Maryland – Active
January 2009

Wesley College – Dover, DE
B.S. – Elementary Education – December 1997

THE SCHOOL BOARD OF MARTIN COUNTY

PRINCIPAL, ELEMENTARY SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Seven (7) years experience, at least five (5) of which must have been in teaching and at least two (2) in leadership roles in public education.
- (3) Certification in Educational Leadership and School Principal/Professional School Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current trends, research and best practices related to assignment. Knowledge of personnel procedures. Knowledge of the organization and operation of the district. Knowledge of federal, state and district rules, regulations and policies as they relate to job function. Knowledge of the hardware and software applications used throughout the district. Skill in human interaction and conflict resolution. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to make presentations to a variety of audiences. Ability to develop and manage budgets. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to handle highly stressful situations. Ability to delegate and monitor assignments. Ability to select, hire, evaluate, and reappoint personnel in accordance with collective bargaining agreements. Ability to understand the unique needs, growth problems and characteristics of elementary school students. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO:

Assistant Superintendent for Leadership Services and Planning

JOB GOAL

To provide the leadership and vision necessary to design, develop, implement and evaluate a comprehensive program of instructional and support services which optimize available resources to establish and maintain a safe, caring and enriching environment to promote student success.

SUPERVISES:

Instructional, Support, Administrative and Service Personnel at the assigned school

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- * (1) Provide instructional leadership and supervision for student achievement.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (2) Manage and administer the development, implementation and assessment of the instructional programs at the assigned school.
- * (3) Utilize current research, outside resources, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
- * (4) Promote high student achievement.
- * (5) Coordinate program planning with district instructional staff.
- * (6) Supervise the selection of textbooks, materials and equipment.
- * (7) Supervise the testing program for the school.
- * (8) Align school initiatives with district, state and school goals.
- * (9) Establish and coordinate procedures for students, teachers, parents and the community to evaluate curriculum.
- *(10) Direct the development of the school's schedule and assign teachers according to identified needs.
- *(11) Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- *(12) Facilitate the development and implementation of the school's technology plan.
- *(13) Provide leadership in the effective use of technology in the classroom.
- *(14) Facilitate, monitor and coordinate the implementation of ESOL programs and services.
- *(15) Facilitate, monitor and coordinate the implementation of Pre-Kindergarten programs and services at designated sites.

Personnel Action Services

- *(16) Supervise the establishment and maintenance of individual professional development plans for each instructional employee.
- *(17) Interview and select qualified personnel to be recommended for employment.
- *(18) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(19) Implement and administer negotiated employee contracts at the school site.
- *(20) Assign and supervise school personnel to special projects for the enhancement of student learning.
- *(21) Establish job assignments for school-site administrators, teachers and support personnel.
- *(22) Develop and administer duty rosters for certificated and non-certificated staff as required.
- *(23) Manage and administer personnel development through training, inservice and other developmental activities.
- *(24) Provide training opportunities and feedback to personnel at the assigned school.

School Operations/Delivery Systems

- *(25) Supervise the operation and management of all activities and functions at the assigned school.
- *(26) Develop positive school/community relations and act as liaison between the school and community.
- *(27) Access, analyze, interpret and use data in decision-making.
- *(28) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- *(29) Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- *(30) Monitor the custodial program at the school to ensure a clean, healthy and safe learning environment.
- *(31) Supervise the orderly movement and safety of transportation services on school grounds.
- *(32) Manage and supervise the school's financial resources including the preparation and disbursement of the school's budgets and internal accounts.
- *(33) Establish and manage accurate student accounting and attendance procedures at the assigned school.
- *(34) Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- *(35) Communicate, through proper channels, to keep the Superintendent informed of pending problems or events of an unusual nature.
- *(36) Direct the establishment of adequate property inventory records and ensure the security of school property.
- *(37) Implement the School Board policies, state statutes and federal regulations as they pertain to the assigned school.
- *(38) Monitor the effective operation of the school food service program.
- *(39) Supervise the preparation and maintenance of accurate and timely reports and records.
- *(40) Provide a safe, positive and creative environment for optimum growth and development of all stakeholders.

Student Support Services

- *(41) Establish school guidelines and enforce district guidelines for proper student conduct with implementation of disciplinary procedures and policies that ensure a safe and orderly environment.
- *(42) Facilitate a program of family and community involvement.
- *(43) Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
- *(44) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- *(45) Coordinate the supervision of all extracurricular programs at the assigned school.
- *(46) Approve all school-sponsored activities and maintain a calendar of all school events.
- *(47) Maintain visibility and accessibility on the school campus.
- *(48) Attend school-related activities and events.

Personal/Professional Employee Qualities

- *(49) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- *(50) Communicate effectively, both orally and in writing, with parents, students, teachers and the community.
- *(51) Model effective listening and positive interaction skills.
- *(52) Model and maintain high standards of professional conduct.
- *(53) Set high goals and standards for self, others and the organization.
- *(54) Keep abreast of trends and changes in educational programs and procedures.
- *(55) Participate in developing the strategic plan, school calendar, staffing plan and other district-level activities as required.

Leadership

- *(56) Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.

PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- *(57) Establish a vision and mission for the school in collaboration with key stakeholders.
- *(58) Exercise proactive leadership in promoting the vision and mission of the district.
- *(59) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(60) Access district and community resources to meet school needs.
- *(61) Anticipate problems and difficult situations and plan appropriately to handle them.
- *(62) Act quickly to stop possible breaches of safety, ineffective procedures and/or interference with operations.
- *(63) Provide recognition and celebration for staff, student and school accomplishment.
- *(64) Build teams to accomplish plans, goals and priorities.
- *(65) Promote and market the school and its priorities.
- *(66) Must be available/present during all emergency situations.
- (67) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	D, F-I, L-O, R
- frequently	A, B, C, P, Q, S
- constantly	T, U, V
Working Conditions	C, F, I, M, N (aggressive behavior of staff & parents)
Materials, Tools and Equipment	A-H, K, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

T. ARBY CREACH
4820 Durango Place
Melbourne, FL 32904
(321) 345-5342 / (863) 450-8165 cell
acreach1@cfl.rr.com

OBJECTIVE: Secure a position as Martin County School District's Transportation Services Director. The position will provide an opportunity to demonstrate proven leadership utilizing a broad range of skills and experience which includes business administration, logistics, management, planning, operations and advanced technology applications.

SKILLS SUMMARY:

- *Productive, energetic and dependable self starting professional.*
- *Expansive range of management, planning, logistical and disaster preparedness experience.*
- *19 years of experience in transportation, operations, training, contingency planning, scheduling, and logistical support.*
- *Multifaceted managerial and supervisory leadership experience with a very large, highly diverse multicultural workforce.*
- *Over 28 years of combined operations and administrative experience in multiple business and operational environments.*
- *Dynamic team leader, uniquely able to inspire others to achieve focused organizational goals.*

CAREER HISTORY:

2011-2012 ASSISTANT DIRECTOR, TRANSPORTATION SERVICES & FLEET MAINTENANCE
BREVARD COUNTY PUBLIC SCHOOLS, Cocoa Florida

Establish and maintain a safe, efficient and economical, formalized fleet maintenance program, to include monthly safety inspections and follow-up repair system of school buses and a preventative maintenance program for all other equipment. Ensure that all shops are properly equipped and that all shop equipment is maintained in a safe and serviceable condition at all times and that special tools and equipment are on hand and properly maintained. Make certain that shop equipment is serviced as required. Establish a replacement program for special tools and equipment. Establish a vehicle repair and replacement program that ensures economical repair. Set priorities for repair and return to service of school buses and other fleet vehicles. Evaluate down time to ensure vehicles are returned to service expeditiously and are safe for use. Investigate all accidents involving school board vehicles, prepare reports, work with the Office of Risk Management and private insurance companies to determine repair cost and reimbursement for damages. Provide data and information regarding accident investigations to the School Board attorney. Prepare detailed specifications for all vehicles purchased by the school system, request quotes and work with purchasing to prepare purchase orders as required. Inspect all vehicles received to ensure compliance with all specifications in the purchase order. Properly receive all vehicles, prepare documentation for and purchase titles and tags for all vehicles. Establish a training program for all mechanics. Maintain a library of fleet maintenance manuals and other publications necessary to support the vehicles owned by the school system. Determine and acquire as required, grease, oil and lubricant requirements to support the fleet. Ensure proper disposal of all waste generated by the shops meets Department of Environmental Protection requirements. Establish a system to account for all fuel, oil and other consumables. Prepare written shop safety procedure and ensure all personnel are trained in proper shop safety, to include the use of all special tools and equipment. Periodically inspect all shops for cleanliness. Coordinate with the school bus operations sections on their requirements and ensure compliance with Florida Statutes and State Board Rules for school bus inspection and maintenance. Maintain appropriate records on all vehicles and equipment. Document Safety Recalls and other field changes to equipment issued by the manufacturer. Assist the director in the planning, preparation and dispersion and monitoring of the annual budget. Serve as a committee member for the transportation section of the Brevard County Emergency Management Team and coordinate pre- and post-storm facilities/vehicle preparations and evacuations to and from shelters as directed by the section leader. Serve as voting member on the Florida Association of Pupil Transportation's, Florida school bus specifications committee. Make all decisions and perform all tasks in accordance with Brevard Public Schools Organizational Values. Ensure compliance with Board rules and applicable federal and state laws and regulations

2002-2011 DIRECTOR OF OPERATIONS, TRANSPORTATION SERVICES DIVISION
ORANGE COUNTY PUBLIC SCHOOLS, Orlando Florida

PLANNING: Developed, implemented and maintained operational policies and procedures, strategic integrated business plans, and operations analysis required to provide efficient transportation services to the 10th largest school district in the nation. Utilizing best practices created and implemented a unique plan to reduce the division budget by more than 10 million dollars over 3 years without

significant impact to customer service. Utilized and implemented strategic business mapping procedures and recommendations to ensure efficiency, safety and continuous improvement, while providing transportation service to 185 public schools and specialty education programs. Responsible for the safe daily transport of approximately 74,000 students over 17,000,000 miles annually. Responsible for daily operational direction and administration of the division including school disaster preparedness and countywide disaster evacuation response. Responsible for the development and administration of an approximate \$56 million dollar annual operating budget. Assisted district school staff in establishing and planning countywide school attendance zones for over 180,000 public school students. From concept to reality, planned and supervised the installation of a first generation, proprietary, vehicle tracking and location system (non-cellular, real time GPS tracking for 1600+ vehicles). Supervised and maintained a complex ArcGIS database and automated vehicle routing system (MapNet). Planned and supervised the development and implementation of the first district wide "state of the art" fleet digital communication and video surveillance systems.

MANAGEMENT: 24 hour availability. Parental focal point for resolution of district transportation issues including exceptional student education, policy interpretation, student disciplinary issues and other critical concerns. Routinely perform management consultation for lateral and subordinate organizations. Supervised and administratively directed approximately 1600 assigned transportation staff members as a function of daily operations including custom routing service to exceptional students, student safety, school bus driver/attendant training, bus routing, budgeting, payroll and field trip departments. Consulted and advised fleet operations as required. Prepared written evaluations and training reports for subordinate staff to ensure fair professional promotion and advancement opportunities. Reviewed, interviewed, recommended and or directly hired to fill recurrent vacant staff positions as required. Administrative bargaining and union management team representative. Managed and prepared budget forecasts for annual operational requirements. Experience includes managing and implementing various network technologies and database management. Proficient in the use of ArcGIS, the Microsoft business suite of programs and numerous other software applications including KRONOS and SAP.

1993-2002 SUPERVISOR OF OPERATIONS, TRANSPORTATION SERVICES DIVISION
POLK COUNTY SCHOOL BOARD, Bartow Florida

1992-1993 PHARMACEUTICAL REPRESENTATIVE
CIBA-GEIGY PHARMACEUTICAL CORPORATION, Summit New Jersey

1982-1992 CAPTAIN, UNITED STATES AIR FORCE (Aviation Rated)
MacDill AFB, Tampa Florida

1977-1982 MATERIALS CONTROL SUPERVISOR
THE COCA COLA FOODS CORPORATION, Winter Haven Florida

EDUCATION:

Civilian

Graduate Degree, (15 of 30 hrs completed)
 National University, Sacramento CA
 Bachelor of Arts
 University of South Florida, Tampa FL
 Associate of Arts
 University of South Florida, Tampa FL
 FEMA Emergency Management Institute
 (IS 100, 200, 700, 800), certified.

Military

USAF Air Training Command Instructor School
 USAF Squadron Officers School
 USAF Electronic Warfare Officer Graduate School
 USAF Computer Science/Weapons Technology School
 USAF Graduate Navigator Training, Obtained Navigator Rating
 USAF Flight Instruction Program, Obtained Pilot Rating

THE SCHOOL BOARD OF MARTIN COUNTY

DIRECTOR OF TRANSPORTATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Major course of study in management, public administration, allied field preferred.
- (3) Five (5) years experience in transportation, management, planning or associated functions that include supervision of people, processes and budgets.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of transportation operations, including county, state and federal transportation regulations. Knowledge of computer systems in relation to transportation services. Knowledge of current industry trends. Ability to communicate orally and in writing. Skill in personnel supervision. Leadership and management skills. Ability to conduct accident investigations. Ability to manage departmental budget and finances. Knowledge of geography of the area.

REPORTS TO:

Executive Director of Operations Services

JOB GOAL

To provide the safest, most efficient and professional transportation services for Martin County students.

SUPERVISES:

Operations Supervisor
 Safety Manager
 Safety Specialist
 Secretary V
 Bookkeeper IV
 Data Entry Clerk III

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan, organize and direct pupil transportation, vehicle maintenance and **inspection** for Martin County School District.
- * (2) Maintain cost records on all vehicles, including gasoline, parts, labor, and inspections.
- * (3) Maintain a drivers' training program for all employees driving school vehicles and other training programs to enhance the level of transportation services.
- * (4) Administer the department in accordance with all relevant statutes, state regulations, applicable School Board policy and administrative directives.
- * (5) Conduct accident investigations.
- * (6) Ensure bus operators maintain all required qualifications.
- * (7) Verify and authorize department payrolls.
- * (8) Develop student transportation schedule and driver assignments.

DIRECTOR OF TRANSPORTATION (Continued)

- * (9) Oversee the acquisition, use and accounting of equipment, parts, supplies, and fuel used in the transportation department.
- *(10) Oversee transportation FTE reporting to ensure accuracy and timeliness.
- *(11) Oversee the acquisition and disposal of buses and other vehicles.
- *(12) **Direct routing and scheduling of buses and review bus stop locations for safety and efficiency.**
- *(13) Provide continuous programs to recruit and train bus operators and assistants.

Inter/Intra-Agency Communication and Delivery

- *(14) Serve as the management representative in union-related matters impacting transportation services personnel.
- *(15) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(16) Respond to inquiries and concerns in a timely manner.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Serve on district, state or community councils or committees as assigned or appropriate.
- *(19) Provide oversight and direction for cooperative planning with other agencies.
- *(20) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

- *(21) Maintain a network of peer contacts through professional organizations.
- *(22) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(23) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(24) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(25) Participate in state training programs and courses to increase the level of transportation services.

Systemic Functions

- *(26) Represent the district in a positive and professional manner.
- *(27) Prepare the annual transportation budget and monitor its implementation as required.
- *(28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(29) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(30) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(31) Must be available/present during all emergency situations.
- (32) Perform other duties as assigned.

Leadership and Strategic Orientation

- *(33) Provide leadership and direction for assigned areas of responsibility.
- *(34) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(35) Assist in implementing the district's goals and strategic commitment.
- *(36) Exercise proactive leadership in promoting the vision and mission of the district.
- *(37) Set high standards and expectations and promote professional growth for self and others.
- *(38) Utilize appropriate strategies and problem-solving tools to make decisions regarding

DIRECTOR OF TRANSPORTATION (Continued)

- planning, utilization of funds, delivery of services and evaluation of services provided.
- *(39) Collaborate with executive director, other departments and agencies, and contribute to the planning and operation of the district.
 - *(40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
 - *(41) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	D-I, K-O
- frequently	A, B, C, P, T, U, V
- constantly	
Working Conditions	C, E-H, J, M
Materials, Tools and Equipment	A-H, O, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

LAURA HUSNANDER

5305 SE Lapis Court Stuart, FL 34997
dehusjr@comcast.net
772-260-8899

MIDDLE SCHOOL EDUCATOR

A highly qualified school administrator. A dedicated leader in all areas of school culture including faculty leadership, academic improvement, Positive Behavior Intervention and Support, and student activities.

A distinguished educator offering more than 22 years of teaching experience in the areas of instructional strategies, classroom management, and instructional leadership.

A SCHOOL LEADER AND ADMINISTRATOR

2011- Present Indiantown Middle School

Assistant Principal of Curriculum and Instruction

Success and leadership of:

- Athletic Director
- Discipline
- CELLA Testing and scheduling
- Data Analysis
- Ordering Textbook and Materials
- Teacher Evaluation
- Positive Behavior Intervention and Support

2007-2011 Dr. David L. Anderson Middle School

Assistant Principal of Curriculum and Instruction

Success and leadership of:

- All Leadership activities
- Master Scheduling and students placement
- Open House and Curriculum Nights
- Professional Development
- Mentor Program (2008-2011) an 8 month program supporting all annual contract teachers
- Exceptional Students Education
- Data Analysis
- Ordering Textbook and Materials
- Coordination and Scheduling of all standardized assessments
- Faculty and Student Handbook
- Leader of the First Gold Level Middle School PBIS Program
- Student Recognition

A LEADER OF DISTRICT COMMITTEES

2012 Co Leader of the District Middle School History and Civics Curriculum Mapping Committee

2009 Leader of the District Middle School Social Studies Mapping Committee

A TEACHER LEADER

2002-2007 CRISS Trainer -Martin County

Trained over 120 teachers in the county

2006-2007 School Coordinator of the PRIDE program, Anderson Middle School

Plan assembly awards and related activities to promote Personal Responsibilities in Daily Effort

2006-2007 Seventh Grade Team Leader, Anderson Middle School

Leader of six teachers, coordination of grade level activities

2006-2007 Social Studies Data Team Leader, Anderson Middle School

Devising systems for Ability Grouping, demonstration of content computer programs, History Alive! , Multiple Intelligences, the Interactive Notebook.

2006 Clinical Educator for an FAU intern

2004-2006 Seventh Grade Team Leader, Murray Middle School

Leader of sixteen teachers, coordination of grade level activities

2005--2006 Chairperson School Advisory Committee

managed SAC funds.

2005-2006 Child Study Team member

Member of Manifestation team

2005-2006 School Improvement Plan Chairperson

Coordinator of committee for the School Improvement Plan, disaggregated data, set objectives, monitored adequate progress, wrote and evaluated Climate surveys for all stakeholders

2004-2005 Social Studies Department Chairperson

Introduced Data Teams activities, coordinated Curriculum mapping of grade levels.

A LEADER IN STUDENT ACTIVITIES

2004-2006 Social Studies Academic Games Coach

1998-2006 Coordinator 7th grade class trip

1999-2005 Geography Bee Sponsor

2001-2002 Student Council Sponsor

1998-2002 Florida History Fair School Site Coordinator

A REPRESENTATIVE TO DISTRICT COMMITTEES

2005-2006 District Advisory Committee

2005 Social Studies Textbook Adoption Committee

2005 Social Studies District curriculum Map committee

2000 Social Studies Textbook Adoption Committee

TEACHING EXPERIENCE

2006-2007 David L Anderson Middle School Stuart, FL

Seventh Grade Geography Teacher

1990-2006 Murray Middle School Stuart, FL

Seventh Grade Geography Teacher

2002-2004

In School Suspension Teacher

EDUCATION

2004-2006 Florida Atlantic University Jupiter, FL
Principal Certification in Education Leadership
1988 - 1990 Eastern College St. David's, PA
M.S. Economic Development
Focus on At-Risk students in urban areas
1980-1984 Florida Southern College Lakeland, FL
B.S. Social Studies Divisional, minor in Education

CONFERENCES AND IN-SERVICE

2010 Host PBIS Model School
2010 State Professional Development Review Site Coordinator
2009 SACS Accreditation Review School Level Leader
2004, 2005 Conference on Single School Culture Differentiated Instruction
Using the Computer in the Classroom FCAT Reading/Writing in Content Area
2002 SACS Accreditation Review Committee Data Teams
Learning Communities Professional Study Groups
Microsoft Office /Publisher Pinnacle/Performance Matters

PROFESSIONAL HONORS

2007 Nominee Character Counts Award 1999 Palm Beach Post Teacher of the Week
2007 Palm Beach Post Teacher of the Week 2000 Murray Middle School Teacher of the Year
2005 Palm Beach Post Teacher of the Week

THE SCHOOL BOARD OF MARTIN COUNTY

PRINCIPAL, CHALLENGER SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Seven (7) years experience, at least five (5) of which must have been in teaching and at least two (2) years in leadership roles in public education.
- (3) Valid Florida certification in Educational Leadership and School Principal/Professional School Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage a school budget and allocated resources. Ability to read, interpret and enforce the State Board of Education Rules, Code of Ethics, School Board policies and appropriate state and federal statutes. Ability to select, hire, evaluate and reappoint personnel in accordance with collective bargaining agreements. Ability to communicate and interact effectively with the public. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs, growth problems and characteristics of elementary, middle and high school students. Ability to use group dynamics within the context of cultural diversity. Ability to maintain a high level of stamina.

REPORTS TO:

Assistant Superintendent for Leadership Services and Planning

JOB GOAL

To assure a safe positive educational climate that enables the faculty and therapeutic staff to meet the diversified academic, social, emotional, and physical needs of the students in order for them to attain their fullest potential and become contributing members of society.

SUPERVISES:

Instructional, Support, Administrative and Service Personnel at the assigned school.

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- * (1) Provide instructional leadership and supervision for student achievement.
- * (2) Manage and administer the development, implementation and assessment of the instructional program at the assigned school.
- * (3) Provide a comprehensive instructional program, including core academic programs, health and physical education, exceptional student education programs and other programs to address the diverse needs of the school population.

PRINCIPAL, CHALLENGER SCHOOL (Continued)

- * (4) Utilize current research, outside resources, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
- * (5) Promote high student achievement.
- * (6) Coordinate program planning with district instructional staff.
- * (7) Oversee the acquisition and utilization of textbooks, other instructional materials and equipment.
- * (8) Facilitate the testing program for the school.
- * (9) Align school initiatives with district, state and school goals.
- *(10) Establish and coordinate procedures for students, teachers, parents and the community to evaluate curriculum.
- *(11) Direct or oversee the development of the master schedule and assign teachers according to identified needs.
- *(12) Facilitate the horizontal and vertical articulation of curriculum within the school.
- *(13) Facilitate, monitor and coordinate the implementation of Exceptional Student Education (ESE) programs and services.
- *(14) Provide leadership in the effective use of technology in the classroom.
- *(15) Ensure the implementation of graduation requirements.

Personnel Action Services

- *(16) Supervise the establishment and maintenance of individual professional development plans for each instructional employee.
- *(17) Interview and select qualified personnel to be recommended for employment.
- *(18) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(19) Implement and administer negotiated employee contracts at the school site.
- *(20) Assign and supervise school personnel to special projects for the enhancement of student learning.
- *(21) Establish job assignments for school-site administrators, teachers and support personnel.
- *(22) Develop and administer duty rosters for certificated and non-certificated staff as required.
- *(23) Manage and administer personnel development through training, inservice and other developmental activities.
- *(24) Provide training opportunities and feedback to personnel at the assigned school.

School Operations/Delivery Systems

- *(25) Supervise the operation and management of all activities and functions at the assigned school.
- *(26) Develop positive school/community relations and act as liaison between the school and community.
- *(27) Access, analyze, interpret and use data in decision-making.
- *(28) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- *(29) Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
- *(30) Monitor the custodial program at the school to ensure a clean, healthy and safe learning environment.

PRINCIPAL, CHALLENGER SCHOOL (Continued)

- *(31) Collaborate with district personnel to coordinate and monitor the food service program at the school.
- *(32) Supervise the orderly movement and safety of transportation services on school grounds.
- *(33) Manage and supervise the school's financial resources including the preparation and disbursement of the school's budgets and internal accounts.
- *(34) Establish and manage accurate student accounting and attendance procedures at the assigned school.
- *(35) Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- *(36) Communicate, through proper channels, to keep the Superintendent informed of pending problems or events of unusual nature.
- *(37) Direct the establishment of adequate property inventory records and ensure the security of school property.
- *(38) Implement the School Board policies, state statutes and federal regulations as they pertain to the assigned school.
- *(39) Supervise the preparation and maintenance of accurate and timely reports and records.

Student Support Services

- *(40) Establish school guidelines and enforce district guidelines for proper student conduct with implementation of disciplinary procedures and policies that ensure a safe and orderly environment.
- *(41) Facilitate a program of family and community involvement.
- *(42) Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
- *(43) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- *(44) Approve all school-sponsored activities and maintain a calendar of all school events.
- *(45) Maintain visibility and accessibility on the school campus.
- *(46) Attend school-related activities and events.

Personal/Professional Employee Qualities

- *(47) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- *(48) Communicate effectively, both orally and in writing, with parents, students, teachers and the community.
- *(49) Model effective listening and positive interaction skills.
- *(50) Maintain and model high standards of professional conduct.
- *(51) Set high goals and standards for self, others and the organization.
- *(52) Keep abreast of trends and changes in educational programs and procedures.
- *(53) Participate in developing the strategic plan, school calendar, staffing plan and other district-level activities as required.

Leadership

- *(54) Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
- *(55) Establish a vision and mission for the school in collaboration with key stakeholders.
- *(56) Exercise proactive leadership in promoting the vision and mission of the district.

PRINCIPAL, CHALLENGER SCHOOL (Continued)

- *(57) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(58) Access district and community resources to meet school needs.
- *(59) Anticipate problems and difficult situations and plan appropriately to handle them.
- *(60) Act quickly to stop possible breaches of safety, ineffective procedures and/or interference with operations.
- *(61) Provide recognition and celebration for staff, student and school accomplishment.
- *(62) Build teams to accomplish plans, goals and priorities.
- *(63) Promote and market the school and its priorities.
- *(64) Must be available/present during all emergency situations
- (65) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	A, F, G, L, M, S
- frequently	O, P, Q
- constantly	B, C T-V
Working Conditions	C, F, I, M
Materials, Tools and Equipment	A-H, K, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

Salary level .73

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

ALLYSA VASKO

98 South River Road ■ Stuart, FL 34996 ■ (772) 215-2622

OBJECTIVE

To use my leadership experiences and extensive background in literacy, curriculum and professional develop to secure a position of assistant principal in the Martin County School District

EDUCATION

- Master of Education, Educational Leadership, Florida Atlantic University, 2010
- Master of Education, Reading K-12, Florida Atlantic University, 2007
- Bachelor of Science, Elementary Education, University of Central Florida, 1998

FLORIDA CERTIFICATIONS

- Educational Leadership, All Levels
- Reading, Grades K-12
- Elementary Education, Grades 1-6
- English for Speakers of Other Languages (ESOL) Endorsement

WORK EXPERIENCE

Martin County School District, Stuart, FL

1998-Present

J.D. Parker School of Science, Math, and Technology, Fifth Grade Teacher

Responsibilities:

- Develop learning goals and scales based on grade level standards
- Facilitate grade level professional learning community and data meetings
- Disaggregate data to identify student strengths and weaknesses and inform instruction
- Identify lowest 35% in reading, math, and science and target needs
- Design curriculum for before/after school programs
- Provide staff trainings that are aligned with school's vision
- Participate in Response to Intervention process
- Implement school-wide data walls to track reading progress
- Utilize grant opportunities for supplemented technology
- Train and supervise Florida Atlantic University education interns
- Implement *Positive Behavioral Interventions and Supports* (PBIS) in classroom setting

Honors/Awards

- Martin County Sallie Mae First Class Teacher of the Year, 1998
- J.D. Parker Teacher of the Year, 2002
- Palm Beach Post Teacher of the Week, 2003
- Palm Beach Post/T.V. 12 *Teacher of Excellence*, 2004
- Florida Atlantic University's, College of Education – “Outstanding Student of the Year,” 2011
- Published submission to *The Education Center, The Mailbox*, 2012

Florida Department of Education Consultant 2006

Responsibilities:

- Prepared professional development workshops for low-performing South Florida schools
- Developed intervention strategies for teachers of struggling students
- Modeled best teaching practices for classroom teachers
- Analyzed school data to help target areas of need

Martin County High School, Stuart, FL 1998-2006

Varsity Cheerleading and Competition Coach

Responsibilities:

- Promoted an environment of teamwork
- Encouraged students to obtain scholarship money
- Organized and hosted many competitive cheerleading competitions
- Created disciplined workouts to achieve maximum performance
- Organized fundraisers and maintained accurate account records
- Developed a healthy diet and nutrition plan

Honors/Awards

- FACA Cheerleading State Champions, 2001-2002, 2005
- National Cheerleading Association (NCA) Top Team, 2001-2005
- NCA U.S. Champions, 2005

DISTRICT LEADERSHIP EXPERIENCE

- Common Core Mathematics Presenter K-2, 2012
- District Advisory Committee (DAC) Member, 2011-present
- District Budget Committee Member, 2011-2012
- Martin County Leadership Academy Member, 2011-present
- Summer Internship – Credit Recovery Lab – MCHS, 2011
- Math Textbook Adoption Leadership Committee, 2009-2010
- District Science Fair Judge, 2006-2009
- District Math Professional Development Committee, 2009
- District Math Curriculum Map Committee, 2008
- District Science Curriculum Map Committee, 2007
- FCAT Writes District Team, 2005
- District Reading Adoption Leadership Committee, 2000

SCHOOL LEVEL LEADERSHIP EXPERINCES

- Marzano Design Question 1; Element 1 Facilitator
- Professional Learning Group Facilitator
- Data Team Facilitator
- Intern to the Principal: Fall 2009, Spring 2010, and Summer 2010
- Leadership Mathematics and Science Institute (LMSI) Chairperson
- School-Wide Data Wall Coordinator
- School Improvement Plan Committee Chairperson

- Teacher of the Year Chairperson
- A+ Money – Distribution Facilitator
- School Advisory Committee (SAC) Grade-Level Representative
- New Teacher Mentor Coordinator
- Math Camp Sponsor
- Imagine Learning Program Trainer (ESOL Students)
- Accelerated Math Facilitator
- J.D. Parker Cheerleading Sponsor

PROFESSIONAL DEVELOPMENT

- Promethean Common Core Training
- Marzano – Design Question 1; Element 1 training
- Dr. Pickering – “Ensuring Effective Teaching”
- Continuum of Literacy Learning – Summer Seminar
- Response to Intervention (RtI)
- Harcourt Math Textbook Implementation
- Promethean Board/ActivInspire Training
- TouchMath Training
- Junior Achievement – BizTown Facilitator
- Fountas and Pinnell Training
- Performance Matters Training
- Imagine Learning
- Achieve 3000/KidBiz: The Leader in Differentiated Instruction
- Heidi Mills – “Inquiry Based Learning”
- Accelerated Reader and Math – Reading Renaissance National Conference
- Juli Dixon Training – Math Hands-on Activities
- “Hands on Math” - Equations
- Ruby Payne – *Degrees of Poverty*

REFERENCES

Mary White, Principal
 J.D. Parker School of Math, Science and
 Technology
 1010 E. 10th Street
 Stuart, FL 34996
 (772) 219-1580, ext 101

Dr. James Burnham, Professor
 Florida Atlantic University, Treasure Coast
 500 NW California Boulevard
 Port St. Lucie, FL 34986
 (772) 873-3351

April Day, SAC President
 1340 SE Sand Dollar Lane
 Stuart, FL 34996

Steve Layson, Mathematics Coordinator
 Martin County School District
 500 E. Ocean Boulevard
 Stuart, FL 34996
 (772) 219-1200

Doretta Hale, Assistant Principal
 J.D. Parker School of Math, Science and
 Technology
 1010 E. 10th Street
 Stuart, FL 34996
 (772) 219-1580, ext 102

THE SCHOOL BOARD OF MARTIN COUNTY
ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Five (5) years of teaching experience at the elementary level preferred.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current educational trends, research and best practices related to assignment. Knowledge of human growth and development. Knowledge of group dynamics. Skill in personnel management, interaction, conflict resolution, and supervision techniques. Ability to prepare and manage the school budget. Ability to enforce collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, coaching procedures and evaluation procedures. Ability to use public speaking skills effectively and make presentations to a variety of audiences. Ability to use problem-solving skills. Knowledge of School Board policies and practices related to assignment. Knowledge of the hardware and software applications used throughout the district. Knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

REPORTS TO:

Principal

JOB GOAL

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to meet the needs of students and to carry out the mission and goals of the school and the district.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:**Instructional Program Leadership/Development**

- * (1) Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
- * (2) Provide recommendations to the principal regarding curriculum improvement.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (3) Supervise equipment selection, acquisition and inventory.
- * (4) Assist the principal in the administration of the summer school program and before and after school programs.
- * (5) Assist with the coordination of student field trips.
- * (6) Assist in the administration of the school's testing programs.
- * (7) Assist in the coordination of the school's accreditation program.
- * (8) Assist in developing and implementing the school's technology program.
- * (9) Provide leadership and collaboration with the School Advisory Council on the development, implementation, and evaluation of the school improvement plan.
- *(10) Assist in administering the Exceptional Student Education program.
- *(11) Assume responsibility for ESOL documentation, updates and verification on all student files.
- *(12) Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.

Personnel Action Services

- *(13) Request, orient and assign substitute teachers.
- *(14) Assist with college/university intern assignment and placement.
- *(15) Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
- *(16) Assist in the preparation of the master schedule.
- *(17) Assist with the supervision of personnel including orientation of new employees as assigned.
- *(18) Assist in developing personnel assignments and duty rosters.
- *(19) Assist with the interview and selection of personnel to be recommended for employment as required.
- *(20) Assist in implementing and administering the negotiated employee contracts.
- *(21) Assist in the coordination of the school's inservice program.
- *(22) Assist in the development of individual professional development plans as required.
- *(23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(24) Provide training programs, assistance and feedback to personnel as required.

School Operations/Delivery Systems

- *(25) Assist in coordinating and managing transportation services at the assigned school.
- *(26) Assist in the effective operation of the school food service program.
- *(27) Assume responsibility for ordering and inventorying instructional materials.
- *(28) Assist the principal with the daily operation of the school.
- *(29) Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
- *(30) Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
- *(31) Assist in developing and monitoring the school budget as assigned.
- *(32) Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
- *(33) Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
- *(34) Must be available/present during all emergency situations.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

Student Support Services

- *(35) Assist with student attendance and discipline as assigned.
- *(36) Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
- *(37) Maintain visibility and accessibility on the school campus.
- *(38) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
- *(39) Confer with students, parents and teachers to resolve problems and facilitate learning.
- *(40) Assist in interpreting and implementing the Pupil Progression Plan.

Personal/Professional Employee Qualities

- *(41) Provide assistance for improving classroom management and the instructional skills of teachers.
- *(42) Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
- *(43) Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
- *(44) Model effective listening and positive interaction skills.
- *(45) Model and maintain high standards of professional conduct.
- *(46) Set high goals and standards for self, others and the organization.
- *(47) Keep abreast of trends and changes in educational programs and procedures.
- *(48) Complete all required reports and maintain all appropriate records.
- *(49) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

- *(50) Provide a safe, creative and positive environment for optimum growth of all stakeholders.
- *(51) Support and implement the district strategic plan, district school calendar and district staffing plan.
- *(52) Facilitate the involvement of staff, parents and community members in the decision-making process when appropriate.
- *(53) Ensure that all district policies and procedures are followed.
- *(54) Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.
- *(55) Provide leadership in developing and implementing goals and priorities of the district and school.
- *(56) Serve as the administrative head of the school in the absence of the principal as needed.
- *(57) Assist in planning and implementing the school's public relations program.
- *(58) Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
- *(59) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
- *(60) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- (61) Perform other duties as assigned.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	A, F-K, M, N, O, R
- frequently	B, C, L, P, Q, S, T
- constantly	U, V
Working Conditions	C, F, I, M
Materials, Tools and Equipment	A-H, K (gloves), P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

DEBRA JOY KENYON

2842 SE Pine Valley St. • PSL, FL 34952 • kenyond@martin.k12.fl.us

Cellular: (772) 634-1182

Mission Statement :

I am a dynamic, resourceful teaching professional with a genuine interest in the student and educational institution's growth. I am actively involved in all areas of education including teacher mentoring, student-furthering education preparation, and assessment analysis. I have a strong passion for the disciplines of learning to motivate and inspire others, creating a fun and challenging learning environment. I am a self-driven leader with excellent communication, interpersonal, and organizational skills who effectively collaborates with all levels of staff members and fosters quality relationships with students, staff, and parents, and all educational institution stakeholders.

EDUCATION & CERTIFICATIONS

- **Master of Science**, Major: Management and Administration of Educational Programs- Nova Southeastern University (June 2007)
- **Bachelor of Arts Degree**, Major: English - Florida State University (2004)
- **FL Teaching Certification**: *English Grades 6-12, Elementary Education K-6, Educational Leadership, and Reading Endorsement*
 - **Languages**: *Fluent in Spanish*

TEACHING EXPERIENCE

Martin County School District, Stuart, FL 8/2011- present
Title I Teacher on Assignment

- Advocate for District MEP students grades K-12 (progress monitoring included school visits and home visits).
- Facilitate Private school consultation and equitable services for private school children
- Co-coordinate district SES services (including, planning and execution of appropriate services)
- Maintain paperwork consistently, appropriately and in a timely manner to be audited by FLDOE

Martin County School District, Stuart, FL 8/2009- 8/2011
Reading Coach

- Research and provide content knowledge and resources to staff about learning and teaching literacy.
- Analyze school and district test data, driving decisions to lead staff in literacy development
- Deliver Staff Professional Development based upon research; and provide information and guidance regarding a range of effective and innovative literacy practices through various activities
- Maintain paperwork consistently, appropriately and in a timely manner

CRYSTAL LAKE ELEMENTARY, Stuart, FL 8/2007- 6/2009
Fourth and Fifth Grade General Education Teacher

- Clearly communicated objectives that students were to accomplish.
- Analyzed and interpreted student assessments (conducted assessment-driven instruction).
- Differentiated instruction and small group-focused learning fosterer.

STUART MIDDLE SCHOOL, Stuart, FL 8/2004- 6/2007
Seventh Grade Reading Teacher

- Introduced new concepts in a variety of ways.
- Utilized activities that varied in degrees of difficulty, styles of learning, as well as interest.
- Planned lessons to allow maximum instruction and supervision.
- Established rules and maintained classroom discipline.
- Worked in cooperation with co-workers to provide each student with the maximum supervision and guidance.

EXTRA CURRICULAR INVOLVEMENTS

- Fall 2012: **MEMBER**, Educator Leader Cadre, PARCC, FL Rep.
- 2012-current: **ITEM WRITER**, PARRC, FL Interim Assessments
- 2010-2011: **State Committee Member**, FCAT Reading Item Review and Writing Calibration
- 2009-2011: **State Grant Peer Reviewer**, 21st Century Grant
- 2009-2010: **CHAIR**, School Advisory Council, Crystal Lake Elementary School
- 2009-2010: **COORDINATOR**, FCAT testing for Crystal Lake Elementary School

REFERENCES AVAILABLE UPON REQUEST

THE SCHOOL BOARD OF MARTIN COUNTY
COORDINATOR OF TITLE I/MIGRANT/ELL PROGRAM

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Five (5) years teaching experience to include experience in related fields.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state and federal guidelines related to field of responsibility. Knowledge of research and best practices in related areas. Ability to supervise people and to relate to staff and community. Ability to analyze and evaluate areas of responsibility and develop strategies for improvement. Ability to communicate orally and in writing. Skill in preparing and submitting required paperwork.

REPORTS TO:

Director of Title I / Migrant / ELL Services

JOB GOAL

To provide leadership in the development, implementation and coordination of the Title I, Migrant and ELL programs.

SUPERVISES:

Title I Staff
Support Staff
Secretaries
Translator

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Administer and monitor all aspects of Title I, Migrant and ELL programs.
- * (2) Prepare and submit annual grants and amendments for each program.
- * (3) Prepare and submit budget for each program.
- * (4) Prepare and submit all federal and state reports as required.
- * (5) Maintain all appropriate records for each program.
- * (6) Attend county and state meetings related to each program.
- * (7) Monitor and participate in identifying schools and selecting students for each program.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra-Agency Communication and Delivery

- * (9) Exercise a service orientation when working with others.
- *(10) Respond to inquiries and concerns in a timely manner.
- *(11) Keep supervisor informed of potential problems or unusual events.
- *(12) Serve on district committees as assigned.
- *(13) Use effective, positive interpersonal communication skills.

COORDINATOR OF TITLE I/MIGRANT/ELL PROGRAM (Continued)

- *(14) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- *(15) Plan and supervise appropriate inservice activities for program staff.
- *(16) Maintain expertise in assigned areas to fulfill position goals and objectives.
- *(17) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(18) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(19) Participate in cross-training activities as required.

Systemic Functions

- *(20) Conduct annual performance appraisals and make recommendations for employment action.
- *(21) Monitor evaluation of each program and initiate program improvement strategies.
- *(22) Represent the district in a positive and professional manner.
- *(23) Demonstrate support for the school system and its goals and priorities.
- *(24) Must be available/present during all emergency situations.
- (25) Perform other duties as assigned

Leadership and Strategic Orientation

- *(26) Assist in implementing the district's goals and strategic commitment.
- *(27) Exercise proactive leadership in promoting the vision and mission of the district.
- *(28) Set high standards and expectations and promote professional growth for self and others.
- *(29) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(30) Maintain confidentiality regarding school/workplace matters.
- *(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	E-I, K-O, Q, R, S
- frequently	A, B, C, P
- constantly	T, U, V
Working Conditions	C
Materials, Tools and Equipment	A-H, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities