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### ***Professional Summary***

Education Administrator and Superintendent with 20 years' experience identifying and implementing concrete steps to secure additional funds, improve programs and expand student offerings. Solid Leader, coordinating committees to develop positive learning environments and build community support and consensus for initiatives. Calm demeanor, liaising between teachers, parents and students to resolve conflicts. Excellent academic credentials highlighted by PhD candidacy, continually upgrading knowledge and applying to staff and program development.

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### ***Certifications***

Superintendent, Wisconsin, Wyoming, Idaho  
PK-12 Principal, Wisconsin, Wyoming, Idaho  
National Certified Counselor (NCC)

PK-12 Guidance: Wisconsin, Wyoming, Illinois, Idaho  
PK-12 Physical Education, Wisconsin, Wyoming, Idaho

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### ***Selected Accomplishments***

- ♦ Identified and secured \$110,000 in grants and Federal entitlement funds for rural, low budget district.
  - ♦ Built cross-functional District Leadership Team, delegating authority to program stakeholders to promote new development and resolution of issues by staff most knowledgeable of needs and obstacles.
  - ♦ Through Superintendent Internship compiled and presented cost/benefit analysis of restore vs. replace aging elementary school. Prepared proposal and assisted in writing public information materials. Hosted community meetings, resulting in 70% community support and construction of new facility.
  - ♦ As Principal Intern revamped Student Advisory Program for K-12 to create productive, workable, individualized responses to student academic and discipline issues. Formed committee to study, develop and implement program. Prepared and presented training materials for staff.
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### ***Professional Experience***

**Custer County School District**, Dubois, ND  
***Superintendent/K-12 Principal***

07/05 – Present

Lead 20 teachers and 20 support staff to set program goals; develop and deliver curriculum; measure performance; and provide supplemental services for rural 245-student district made up of 49% Hispanic population. Oversee Assistant Principals and Directors of Special Education, Maintenance, Transportation, and Athletics. Analyze and set policies and procedures; plan, prioritize and manage \$1.8M budget. Provide progress reports to School Board; make recommendations and requests for programs and funds.

- ♦ Established Leadership Team with representatives from all functional areas; empowered to generate ideas and make decisions for departments. Resulted in strong participation and reinvigoration of staff.
- ♦ Led grant writing team to secure \$70,000 state technology grant. Studied and documented district demographics to secure \$40,000 in untapped Federal Impact Aid.
- ♦ Facilitate monthly professional development workshops. Selected topics include Differentiation of Curriculum and Instruction; Reporting Responsibility for Signs of Abuse; Lesson Line Strategies; and Early Identification of Special Needs. Identify and allocate funds for outside educational opportunities.
- ♦ Developed productive evaluation system employing descriptive and analytical methods to provide constructive feedback to staff with quantifiable measurements.
- ♦ Host community meetings, incorporating Spanish interpreter to gather input, discuss ideas and explore options. Distribute bi-lingual school communications including monthly newsletter.
- ♦ Following curriculum audit and staff committee recommendation, gained Board support and funding for new elementary reading program.
- ♦ As District Counselor, addressed district history of no or few seniors pursuing post education programs by coordinating exploratory visits to technical colleges and universities, and assisting with financial aid

and college applications. Results include 6 of 12 seniors committed to higher education. Implemented cooperative vocational education opportunities to enable work experience.

**School District of Westpoint, Oshkosh, WI**

08/99 – 07/05

***Middle School Counselor/Acting Principal***

Scheduled and monitored progress and academic standing of 450 students. Provided personal, group and career counseling. Hosted outside inspirational and informative speakers. Coordinated state testing. Worked with parents and teachers to build supportive, productive environments for students. Assisted Principal with any initiatives, meetings and staff building activities. Developed proactive measures to reduce discipline problems and ensure student rights to due process and impartial investigation.

- ♦ Acting Principal as needed, directing daily activities and assisting staff in any capacity. Investigated and resolved severe discipline issues, listening carefully and calmly assessing situations. Selected course of action, documented and followed up with relevant parties.
- ♦ Implemented and coordinated Student Advisory Program and Teacher Assistance Program to collaborate solutions for classroom management and individual behavior modification plans.
- ♦ Introduced “Kinship” community mentoring program to provide resource for students with little or no extra-curricular involvement. Group focused on building self-confidence through ropes courses, community service and youth group activities.
- ♦ Encouraged Professional Development of staff, sharing information on upcoming continuing education opportunities. Wrote letters of recommendation supporting career advancements.
- ♦ Taught 8<sup>th</sup> Grade Careers, planning diverse lesson activities to address various learning styles.
- ♦ Coached HS Football and MS Track; taught summer ES enrichment courses.

**Manatee Schools, Manatee, ID**

08/98 – 06/99

***Director of Guidance/Director of Activities***

Provided personal, group and career counseling to 160 K-12 students. Recruited, trained and supervised Athletic Staff. Proposed and tracked athletic budget including payroll, maintenance, equipment, transportation and lodging.

- ♦ Rewrote Code of Conduct to clarify student behavior expectations and consistently apply rules and consequences across all incidents. Incorporated appeals process. Hosted community meetings to define and discuss content resulting in strong public support and understanding.
- ♦ Coordinated Building Intervention Team, facilitating cooperative staff response to discipline issues. Managed School to Work Program, enabling vocational training for 11<sup>th</sup> and 12<sup>th</sup> grade students.
- ♦ K-12 State Testing Coordinator, ordering and managing materials, training staff on procedures and test environment requirements. Tracked and documented attendance.
- ♦ Collaborated with local campuses to offer college credit courses on-site.
- ♦ Managed Interactive Television Program to expand student course offerings.
- ♦ Tapped community resources to maximize opportunities and facilitate mentoring relationships.
- ♦ Evaluated coaches, praising accomplishments and assisting in developmental goals. Planned and hosted summer camps. Head HS Football and Basketball Coach; MS Track Coach; Athletic Conference Representative to State Activities Association.

**Locust County School District #14, Locust City, WY**

08/95 – 06/98

***District Director of Guidance***

Oversaw 4 guidance counselors serving 1,100 K-12 students. Led Building Intervention Team to collaboratively solve student academic and discipline issues. Contributed to School to Work Committee, Vocational Education Committee and Curriculum Committee to identify and implement paths to prepare students for higher learning and/or careers.

- ♦ Scheduled and counseled 200 Native American students at Wyoming Indian High School.
- ♦ Planned and hosted Career Days, inviting professionals to speak and interact with students.
- ♦ Liaised with The University of Wyoming Student Affairs office to build cooperative relationship.
- ♦ Coached HS Football, JHS Basketball and JHS Track.

**Miami & Ohio Schools**, Miami/Ohio, IL

08/87 – 06/95

**Director of Guidance**, (08/93 – 06/95)

**High School Teacher**, (08/87 – 06/93)

Scheduled and counseled 345 students of Wyandot High School and Ohio K-12 School. Facilitated group sessions; provided career advice; and assisted students with developing steps to achieve academic goals. Developed curriculum and taught Biology, Health, Sociology, Social Studies, Psychology and Physical Education to 9<sup>th</sup> – 12<sup>th</sup> grade students.

- ♦ As Behavioral Disorders Coordinator, developed individualized behavior management plans for emotionally and mentally challenged students. Responded calmly to classroom crises, diffusing volatile situations and assisting student in planning steps to improvement.
- ♦ Coordinated Teacher Assistance Team, Tech Prep Committee and District Testing. Contributed to Curriculum Committee, identifying course objectives and researching classroom materials.
- ♦ Planned course objectives and lessons, incorporating audio, visual and kinesthetic activities to address various learning styles. Incorporated cooperative activities and field trips to enhance comprehension.
- ♦ Head HS Football, Basketball and Track Coach; Student Council Advisor.

**Jacksonville Area Association for Retarded Citizens**, Jacksonville, IL

08/84 – 07/87

**Behavior Management Specialist**, (01/86 – 11/87)

**House Parent/Teacher**, (08/84 – 01/86)

- ♦ Developed and implemented individual behavior intervention programs for 500 clients aged 3 to 21. Monitored progress and revised plans to address mild to severe developmental disabilities.

**Florida School for the Deaf**, Jacksonville, FL

08/80 – 05/84

**Child Care Worker and Intramural Sports Coordinator**

- ♦ Planned and directed games for students aged 4 to 18. Taught safety rules and instilled positive sportsmanship through all activities.

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### ***Education***

**University of Southern Mississippi**, Hattiesburg, MS

**ABD, PhD in Educational Administration**, expected graduation December 2006

Superintendent Internship: School District of Amery, WI, School Year 2001 – 2002

Principal Internship: Amery Middle School, WI, School Year 2000 – 2001

**Minnesota State University**, Mankato, MN

**Specialist Degree in Educational Administration**, 2001

**Western Illinois University**, Macomb, IL

**Master of Science in Education – School Guidance and Counseling**, 1994

**Illinois College**, Jacksonville, IL

**Bachelor of Science in Physical Education**, 1984

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### ***Affiliations***

American Counseling Association, since 1994

American Vocational Association, since 1995

Council for Exceptional Children, since 1997

Wisconsin Counseling Association, since 1999

Wisconsin Football Coaches Association, since 1999

Wyoming Counseling Association, 1995 – 1999

American Association of School Administrators, since 2005

Association for Supervision and Curriculum Development, since 2005

National Federation of State High School Associations, since 1997

National Interscholastic Athletic Administrators Association, since 1998

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Wyoming Interscholastic Athletic Administrators Association, 1998 – 1999  
Wyoming Coaches Association, 1995 – 1999