

## ***Rick Jetter, Ph.D.***

### **PROFESSIONAL EXPERIENCE and ACCOMPLISHMENTS**

#### **Professional Experience**

- Leading the recruitment, screening, hiring, and evaluation procedures of all professional and support staff positions.
- Designing staff development models and improvement plans for individual staff members.
- Using creative hiring recruitment strategies, such as survey instruments and narrative tools for screening and interviewing candidates.
- Collaborating with negotiation teams and leading bargaining issues.
- Carrying out APPR evaluations and Race to the Top procedures for conducting staff evaluations.
- Using narrative theory tools for identifying professional development goals and self-reflection indicators.
- Managing technology services and resources while advancing technological integration learning opportunities for all professional and support staff members.
- Managing student census trends, staffing needs, and projected needs--relative to overall school functioning and effectiveness.
- Understanding and resolving grievance and arbitration procedures for building and district-level claims.
- Understanding civil service laws and procedures according to Civil Service Law §207.
- Leading special education processes/chairperson duties.
- Leading student services duties (Grades K-6), including medical health issues, mental health issues, McKinney/Vento, 504, pre-school processes and early literacy, home instruction, home schooling, student registration, and academic intervention planning.
- Managing educational data collection and leading data analysis.
- Managing VADIR and BEDS data collection, along with WinCap, Level 0, and other NY State reporting systems.
- Collaborating with Mentor Program and Teacher Center coordinators.
- Facilitating Shared Decision-Making Teams.
- Acting as a Social Services liaison.
- Coordinating CDEP adoption and planning.
- Coordinating NY State Assessments and Field Tests (both planning and analysis).
- Collaborating on Title grants planning.
- Innovating and using quantitative statistics for literacy programming decision-making.
- Innovating and using qualitative data usage for school environment analysis and programming decision-making.

- Leading curricular program revisions and alignment with the Common Core Learning Standards.
- Facilitating a District Technology Committee for curriculum and hardware advancements.
- Carrying out Employee Assistance Programs relative to job loss grief and future financial planning.
- Leading curriculum mapping and lesson plan archiving.
- Instituting benchmark assessments for grades K-6.
- Leading gifted programming research, creation, and new program implementation.
- Improving gap analysis and action plan construction for low SES students.
- Leading a \$7 million dollar Capital Improvement Project over a 2-year span.
- Leading a \$1.3 million dollar Technology Improvement Project over a 1-year span.
- Maximizing budget management and budget leadership for a school.
- Creating district and school safety and emergency plans through committee consensus.
- Innovating and implementing character education programs.
- Introducing balanced score card methodologies for school improvement plans.
- Acting as an instrumental problem-solver for student data and IST teams.
- Carrying out all duties as FOIL Appeals Officer, Medicaid Compliance Officer, District Emergency Coordinator, and Title IX investigator.
- Establishing partnerships with parent groups and local businesses for maximizing student learning environment improvements and budget assistance.
- Engaging in professional scholarly work and publishing opportunities with university colleagues.
- Presenting curricular and instructional best practices at local schools and colleges.
- Publishing key books/articles on modern issues related to human resources best practices, accountability leadership, and assessment literacy.
- Sitting on dissertation committees for doctoral candidates at the university level.
- Implemented a Writing Across the Curriculum and Reading and Writing workshop model focusing on various genres of writing style.
- Made district legal counsel decisions in the absence of cooperative legal professionals.
- Carried out Executive Sessions, Board of Education meetings, and weekly meetings with the Board President while following Open Meetings Law standards.
- Carried out Human Rights lawsuit defenses.
- Protected a school district from re-employing various terminated employees.
- Instituted an Energy Bus staff and student recognition program.
- Mentored, hired, and evaluated school leaders at all levels within the organization.
- Carried out 3020a proceedings against employees who were bullying staff members and students and coordinated school board member removal proceedings with the Board of Education.
- Successfully negotiated APPR plans with union stewards and committees.

- Managed and analyzed all State scores for teacher effectiveness, the completion of APPR, and the evaluation of its effectiveness.
- Led the development of administrative technological applications for carrying out APPR.
- Carried out all the duties, simultaneously, as the Superintendent of Schools, Assistant Superintendent for Human Resources, Assistant Superintendent for Technology, and legal counsel over a one year time frame.

## **Professional Accomplishments**

### **1. Educational Leadership (Curriculum, Instruction, and Assessments)**

- ✓ Led the implementation of GRADE assessments and benchmark assessments for K-6 grade levels.
- ✓ Restructured gifted education implementation across the entire K-12 program, including researching International Baccalaureate Programming.
- ✓ Facilitated staff development in the areas of assessment literacy, accountability leadership, guided reading, running record analysis, and literacy collaborative initiatives.
- ✓ Added data and research for math committee curriculum planning goals.
- ✓ Conducted a focused review of special education programs for enhanced instructional improvement in conjunction with NY State Special Education Dept. audits.
- ✓ Introduced character education initiatives by using research based programs such as the Why Try Program, PBIS, and locally constructed anti-bullying instructional tools.
- ✓ Led a non-test-prep school culture initiative which raised NY State ELA scores by 11% over 3 years.
- ✓ Led a basic math skills hallway program which improved K-2 basic math skills by 20% over the past 3 years.
- ✓ Led staff development initiatives in the areas of science and social studies non-fiction interactive read aloud programming.
- ✓ Merged statistical data base student skills and outcomes with perception survey results to triangulate data for better programmatic and instructional decision making.
- ✓ Decreased student suspension rates by 50% by using character education initiatives and positive school-wide behavior management philosophies.
- ✓ Led a literature audit for purchasing books that elicited focused skill-based instruction.
- ✓ Researched and implemented an Elementary Junior Honor Society.
- ✓ Rolled out an Academic Museum which highlighted student work samples.
- ✓ Initiated an integrated arts program to support literacy initiatives--which also led to a winning entry in the Albright-Knox Arts Alive Program in 2010.
- ✓ Led a "Manners Initiative" program by designing a curriculum map for character education classroom instruction.

- ✓ Created staff development opportunities in the areas of Rtl and daily skill-based data collection processes for tracking ELA and math proficiency for all students.
- ✓ Conceived and implemented a process for increasing school environment motivation including the adoption of a Code of Honor, School Creed, School Song, Mascot Program, and community service projects.
- ✓ Led a “Read across America” and “Passport for Learning” Program for achieving literacy motivation with the help of community involvement.
- ✓ Overhauled after-school AIS programs to spearhead a writing-across-the-curriculum program for students who struggle with expository and analytical writing.
- ✓ Established a consensus for defining common core best practices for teaching and learning across the entire school community.
- ✓ Utilized a Literacy Coach model for front-loading a K-2 reflective coaching structure for staff members.
- ✓ Led a roll out of The Daily 5 literacy best practices for implementation during guided reading instruction.
- ✓ Led a roll out of the Fountas & Pinnell LLI2 Intervention Kit instructional program for underachieving readers.
- ✓ Created a “Data Wall” project which engaged staff members during monthly data presentations.
- ✓ Facilitated and modeled the Responsive Classroom initiative and “Morning Huddle” model for meeting character education goals.
- ✓ Created instructional materials for school districts across the U.S. including creating trade book collections, leveled readers, and PD materials.

## **2. Operations (Organizational Structure, Policies, and Human Resources)**

- ✓ Restructured the school shared decision-making process to include leading specific focus group subcommittees including safety, literacy, technology, and data/assessment teams.
- ✓ Created updated emergency plans and drills which improved school-wide evacuation and emergency procedures for all students and staff members.
- ✓ Created student recognition programs that celebrated student achievement, character, and talent.
- ✓ Devised a five year instructional and technological program plan, including changing the school structure over a three year period.
- ✓ Created and led the use of Parent Communication Best Practices which highlight methods for creating buy-in for staff/parent relationship building.
- ✓ Led an audit of district personnel procedures, forms, etc. for establishing new creative methods and hierarchical processes for staff screening, recruitment, and hiring.
- ✓ Participated in administrative negotiations.

### **3. Strategic Alliances (Internal and External)**

- ✓ Teamed up with WNED and Buffalo State College PDS cooperatives for promoting staff development initiatives in the area of technology integration.
- ✓ Worked with local home school parent groups to change the spending philosophy of fundraising monies (which now focus on raising student achievement through technology integration).
- ✓ Established staff and parent book clubs to promote research and theoretical topics for school improvement initiatives.
- ✓ Led a comprehensive public relations program which led to sponsorships through the use of annual reports, student work sample newsletters, a parent handbook, and a parent to parent phone tree for inviting parents to school events.
- ✓ Established local business partnerships with Kohl's, BJ's, Budwey's, The Dollar Store, and other local agencies and businesses for supporting fundraising efforts and student program development.
- ✓ Created a pre-teen and adult Peer Reading Program.
- ✓ Created a community based Guest Reader Program.
- ✓ Formed a grant writing partnership with UB's CVCV digital technologies program and research writers.

### **4. Resources (Budget, Finance, and Facilities)**

- ✓ Led a highly successful Capital Improvement Project which maintained safety and communication, along with coordinating and overseeing a student grade level transfer process to another district school during construction periods.
- ✓ Represented the district on addressing insurance and safety issues, thus resulting in policy creation and revision for the district.
- ✓ Led a budget decision-making process for creative purchasing implementation in the categories of textbook adoption, software adoption, and supplies and programmatic needs.
- ✓ Created a comprehensive buildings and grounds improvement plan of both exterior and interior structures.
- ✓ Created a five year budgetary plan for technology, equipment, supplies, and other purchasing needs.

### **5. Technology (Management Tools and Leadership Tools)**

- ✓ Facilitated staff development pursuits in the areas of Smartboard training, clicker-systems, document cameras, digital storytelling, web-page construction, and Book-Snaps usage for digital video student learning models.
- ✓ Carried out E-School staff development and oversaw all system management for staff.

- ✓ Utilized PDP Tracker and Applicant Tracker for professional development tracking and recruitment.
- ✓ Utilized Finance Manager for tracking budget specificity and efficiency.
- ✓ Introduced web-site database resources for instructional usage in all content areas.
- ✓ Led staff development in the areas of IEP Direct, Rtl-m Direct, and Aims Web tools for promoting data tracking and reporting, along with assisting in instructional decision-making.
- ✓ Created and maintained an industry website shopping cart, curriculum materials, and digital marketing campaigns for an educational resources company.
- ✓ Created and participated in Twitter chat PD for technology, leadership, and instruction.
- ✓ Provided recommendations for coding programs, 3-D printing, robots, maker space technology, and IoT innovation for moving school districts towards global technology instruction.
- ✓ Set up i-Tunes voucher program for iPad deployment.
- ✓ Created Android application hub for Chromebook initiatives that enhanced instruction.
- ✓ Led an adaptive technology initiative for supporting students with disabilities.
- ✓ Proficient in GAFE (Google Apps for Education), Microsoft 365, social media collaboration platforms—various.