

EMPLOYMENT

St. Mary's County Public Schools (SMCPS) Leonardtown, MD

Superintendent

2014 to Present

Responsible for all Divisions of the St. Mary's County Public Schools serving 18,000 students and employing over 2,300 staff members by directly overseeing the following Divisions: Instruction; Supporting Services; Fiscal Services; and Human Resources.

Highlights:

- Worked with the Commissioners of St. Mary's County (CSMC) to fund budgets in 2016 and 2017 above Maintenance of Effort (MOE) that facilitated successful negotiations with all bargaining units
- Oversaw the opening of the newest elementary school, Captain Walter Francis Duke Elementary School in 2015
- Oversaw the extensive renovation of Spring Ridge Middle School
- Worked with the Collective Education Association of St. Mary's County (CEASMC) to ratify and fund a one-year agreement which had all staff recovering up to three steps in 2016
- Worked with the Education Association of St. Mary's County (EASMC) to ratify and fund a one-year agreement which had all staff recovering up to three steps in 2016
- Worked with St. Mary's Association of Supervisors (SMASA) to ratify and fund a two-year agreement which had all staff recovering steps two in the first year, and two in the second in 2016.
- Worked with CEASMC to create and ratify a four-year negotiated agreement with a new 15 step pay scale in 2017
- Worked with EASMC to create and ratify a four-year negotiated agreement with a new 20 step pay scale in 2017
- Reorganized all divisions to better serve schools and improve accountability
- Moved all central offices to digital scanning and filing system with Google Drive
- Moved all divisions and departments to Basecamp to digitally organize and archive weekly meetings
- Redesigned and implemented a new SMCPS system webpage, focusing on interactive social media
- Institutionalized the use of social media platforms such as Twitter and Facebook to message to our stakeholders
- Created the "Commitment" vision for the school system and oversaw its dissemination and embedding in system culture and conversations
- Created the "Monday Message" to inform leaders of upcoming events and deadlines
- Implemented the "Look, Listen, Learn, Lead" concept and story sharing framework

Assistant Superintendent of Instruction

2013 to 2014

Responsible for all aspects of operation for the Division of Instruction including: staffing, budget, planning, state reporting, assessment, observation, evaluation, and curriculum development for all 27 schools. Directly oversee the following Departments: Teaching, Learning, and Professional Development; Student Services; Special Education, Information Technology, College and Career Readiness; and Learning Management Systems.

Highlights:

- Reorganized Division of Instruction staff to maximize accountability and responsiveness
- Composed, edited, and published Annual Update for the Bridge to Excellence Master Plan
- Coordinated and implemented an online communication database for intake of parent/community concerns
- Coordinated the assumption of Head Start into the SMCPS and balanced existing staff to oversee implementation
- Oversaw the recruitment and hiring of all school administrators, instructional supervisors, and directors
- Oversaw multiple grants including annual auditing of accounts for compliance
- Oversaw development of the Academy of Visual and Performance Arts
- Further decreased the out of school suspension rate for all students
- Further decreased the drop out rate
- Increased Average Daily Attendance to exceed 94%
- Increased on time graduation rate to over 92%

Executive Director of Secondary Schools and School Improvement 2006 to 2013

Responsible for all evaluation of all secondary principals to include four middle schools, three high schools, an alternative educational program, and the county technical center serving over 9,000 students with an instructional staff exceeding 700.

Highlights:

- Created an online teacher evaluation system
- Created an online administrative and supervisory evaluation system
- Moved school system to online grade book system accessible to students and parents through the

- Home Access Center
- Designed and implemented alternative high school program, Fairlead, resulting in a 90% graduation rate
- Oversaw the creation of a STEM pathway incorporating an elementary, middle, and high school program
- Oversaw the creation of Global International Studies high school program
- Oversaw the implementation of a National Academy of Finance high school program
- Oversaw School Improvement process and aligned this to Race to the Top initiative
- Oversaw the recruitment and hiring of all secondary administrators
- Decreased out of school suspensions by 50% over 5 years
- Decreased drop out rate to less than 3%
- Increased on time graduation rate to 90%

Principal, Leonardtown High School

2003 to 2006

Responsible for all aspects of management, operation, and instruction for a 1,900 student comprehensive high school. Recruited, observed, and evaluated a professional teaching staff of 95 teachers and a support staff of 40. Created and implemented school master schedule. Oversaw all aspects of the school's finances and budgets.

Highlights:

- Raised participation in Advanced Placement courses for 170 tests administered annually to 870.
- Ranked in the top two percent (No. 362) of all secondary schools in America for participation in rigorous coursework and recognized by *The Washington Post* and Newsweek Magazine
- Authored and awarded Federal Small Learning Grant for 2003-2006 for \$500,000
- Created the Freshman Academy to personalize instruction, create consistency of expectations, and maximize student performance
- Created a Peer Development Program for upperclassmen to mentor Incoming freshman
- Created an afterschool program to remediate and prepare students for high stakes testing
- Re-cultured school to share assessments, student performance data, and instructional best practices
- Raised achievement in all High School Assessments through use of Professional Learning Communities
- Created daily opportunities for collegial planning by content and interdisciplinary team
- Decreased behavioral referrals in all categories each year
- Increased daily attendance each year

Assistant Principal I / II, Leonardtown High School

2001 to 2003

- Built master schedule for all student requests
- Supervised and handled discipline for all grade levels
- Coordinate renovation and construction including all funds in the capital improvement plan
- Coordinate work requests
- Oversee implementation of technology services
- Oversee security systems and keyed access to the LHS site
- Oversee and supervise building service workers
- Oversee SCA and NHS activities as the administrator in charge
- Oversee commencement planning and execution
- Design and edit school newsletter
- Create and coordinate emergency evacuation plans

English Teacher, Leonardtown High School

1991-2001

- Department Chair, English, Leonardtown High School (1995-2001)
- Sponsor, National Honor Society organization, Leonardtown High School (1995-2001)
- Instructor, Advanced Placement English, Leonardtown High School (1995 to 2001)
- Instructor, English, Leonardtown High School (1991-1995)

EDUCATION

2017

Doctorate of Education in School System Leadership
University of Maryland, College Park, MD

Master of Science in Human Resources
with A&S certification
Towson State University, Towson, MD

Bachelor of Arts, Secondary English Education
SUNY at Buffalo, Buffalo, NY

2017
Cumulative GPA 4.0

2012
Cumulative GPA 4.0

1990
Dean's List, graduated *summa cum laude*

James Scott Smith

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Specialized Databases:

eSchool Plus, Performance Matters, Online TPAS/LPAS/CPAS/IRTPAS, Talent Ed Recruit and Hire, COGNOS, APEX, Safe Schools Alert, Board Docs, School Messenger, Aesop, Evernote, Base Camp, Google Sites, Joomla,

Certification:

Superintendent Certification
Administration and Supervision I
Administration and Supervision II
English Secondary Education 7-12

Membership:

Public School Superintendents Association of Maryland
National Association of Secondary School Principals
Maryland Principals' Academy
NAACP