

Dorothy Varygiannes, Ed. D.
Lecturer, Monmouth University

Last Update: 5/2011

SUMMARY OF PERSONAL QUALIFICATIONS

Over thirty years of combined experience as a teacher, mentor, coach, and administrator for grade levels K through 19, supporting the learner through on-going exploration and development of individual and collective understanding of desired outcomes. Proven executive leadership and managerial skills encompassing varying audiences (students, teachers, parents, administrators, business partners, boards of education) requiring skills as a facilitator, consensus-builder, and visionary. Effective communicator with outstanding presentation skills. Proficiency in the proactive use of educational technology for meeting organizational goals. Highly flexible and responsive in meeting the challenges of educating students for the 21st Century. Exhibited strength in ability to accomplish worthy goals focused on “*the children entrusted to our care*”.

EDUCATION

Ed.D. 2001

Educational Administration and Supervision

Seton Hall University

College of Education and Human Services Department of Educational Administration and Supervision South Orange, New Jersey

CERTIFICATE 1993

Fractals, Chaos, and Dynamics Symposium

Princeton University

Princeton, New Jersey

M.A. 1987

Computer Science

Montclair State University

Upper Montclair, New Jersey

M.A. 1981

Mathematics Education

Montclair State University

Upper Montclair, New Jersey

BA 1973
Mathematics
New Jersey City University
Jersey City, New Jersey

CURRENTLY

Full-time Faculty Member: Monmouth University, West Long Branch, NJ

School of Education, Department of Curriculum and Instruction: Ed 324 Science and Mathematics for Elementary Teachers ; Ed 250 Foundations of Teaching and Learning; Ed 320 Teaching Students With Diverse Needs; Ed 360 Methods of Teaching Elementary Mathematics; Ed 510 Foundations of Education; Ed 556 Methods of Teaching Elementary Mathematics-graduate level; Ed 626: Assessment Practices: Now and When. Also serve as departmental and frosh advisor. Faculty contributor to self-study and preparation for NCATE accreditation.

Educational Consultant

Curricula and assessment program evaluation and delivery of curriculum, instruction, and assessment in-services.

Spring 2009 external program consultant for Ramapo College, creation of *Educational Leadership Program*.

November 2004-June 2006 mathematics consultant for *Teaching for Understanding Initiative* in Perth Amboy Public Schools, Shull School, grades 5-6 and grades 7-8 at the McGinnis Middle school.

October 2004, facilitated discussion at *Middle School Partnership of high and low performing schools* regarding Designing a Plan for Teaching Mathematics for Understanding.

May 2003-present, one of original consultants for *statewide* pilot Performance Assessment Initiative of **CREATE** (The Coalition of Responsible Education, Testing and Evaluation) and **BCEE** (The Business Coalition for Educational Excellence). This project is now formally referred to as *NJPAA, The New Jersey Performance Assessment Alliance*. The pilot project in years two through four of implementation (2004-2007) focused on working with returning developers as well as with new districts in building capacity. Year five began July 1, 2007.

Critical Reader/Editor, LL Teach, Inc. March 2006 –present Editing of mathematics materials for publication.

RESEARCH

Research Project: Teaching Mathematics for Understanding. In design stage.

Walker, E., Varygiannes, D., Sutherland, M. (2003). *An Evaluation of The Youth Leadership Academy Program in Montclair High School*. Semetric Research, Allentown, NJ 08501.

PUBLICATIONS

Editing.

LLTeach, (2006). Mathematics Content Teaching Series, Lawrence Educational Services Inc., Bridgewater, New Jersey.

Compiled Monmouth University School of Education, *Conceptual Framework DVD* using Ed 250 student participants (April 2007), Monmouth University, West Long Branch, New Jersey.

Published.

Varygiannes, D. (2001). The Impact of Quality Substitute Availability on the Implementation of Professional Development Programs in the State of New Jersey. Doctoral dissertation, Seton Hall University.

Colts Neck Township Schools. (2001, September). *K-4 Social Studies Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (2000, September). *K-8 Integrated Language Arts Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (2000, September). *5-8 Study Skills Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (2000, September). *5-8 Communication Arts Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (1999, October). *K-8 Mathematics Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (1999, October). *K-8 Science Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (1999, October). *K-8 World Language-Spanish Curriculum*. Colts Neck, NJ: Coordinator, Varygiannes, D.

Colts Neck Township Schools. (1999, June). *Evaluation Handbook for Instructional Staff Members*. Colts Neck, NJ: Coordinator, Varygiannes, D.

New Jersey State Department of Education. (1996, January). *Mathematics Instructional Guide: Linking Classroom Experiences to Current Statewide Assessments*. Trenton, NJ: Coordinator, Varygiannes, D.

New Jersey State Department of Education. (1995, Fall). *A Collection of Promising Educational Programs, Practices, and Projects in Science, Mathematics, and Technology*. Trenton, NJ: Varygiannes, D. & Nagler, I.

PRESENTATIONS

Varygiannes, D. (2011, January 20) lead facilitator in Monmouth University PDK 21st Century Skills panel event. PDK event, Monmouth University, West Long Branch, N.J.

Varygiannes, D. (2009, April) Performance Assessment: Bridging Classroom Instruction and Statewide Assessment. National Council of Teachers of Mathematics, Annual Conference, Washington, D.C.

Varygiannes, D. (2006, December 14) New Jersey Performance Assessment Alliance and You – Perfect Together? AMTNJ Diversity Conference, Jamesburg, NJ.

Varygiannes, D. (2006, October 19) Mathematics: Teaching for Understanding and Enabling Student's Performance NCTM Regional Conference, Atlantic City, NJ.

Varygiannes, D. (2006, Sept. 21) Mathematics: Teaching for Understanding and Enabling Student's Performance NCTM Regional Conference, Chicago, Illinois.

Varygiannes, D. (2005, Oct. 28). Are Performance Assessments Part of Your Mathematics' Treasure Chest of Assessment Tools? AMTNJ, Somerset, NJ.

Varygiannes, D. (2004, Oct. 5). Designing a Plan. Middle Schools Consortium, NJPSA, Monroe Township, NJ.

Varygiannes, D. (2004, Sept. 1-2). Mathematics Curriculum, Instruction, and Assessment – Middle School and High School – Aligning to NJCCCS. Perth Amboy Public Schools, Perth Amboy, NJ.

Varygiannes, D. (2004, April 23). Assessments: A Treasure Chest of Tools. Spring Symposium hosted by Department of Educational Leadership, Monmouth University.

Varygiannes, D. (2004, March 25). Aligning Curriculum, Instruction, and Assessments for GEPA Success. Camden Middle School, Newark Public Schools, Newark, N.J.

Varygiannes, D. (2003, July). Deciding on Where to Concentrate Efforts So That Mathematics Performance Assessments and Statewide Assessments Complement Each Other. Presented at NJPAA Institute, Doral, Princeton, NJ.

Varygiannes, D. (2003, May). Mathematics: Curriculum, Instruction and Classroom Assessment with an Eye Toward GEPA Success. Presented at Carteret Middle School, Staff In-service, Carteret, NJ.

O'Brien, J. & Varygiannes, D. (2002, March). What's Up In Mathematics Education Today? Presented at the Curriculum Coordinators Professional Development Workshop, Somerset County Office, Somerville, NJ.

Varygiannes, D. (2002, February). Summary of Dissertation Study: The Impact of Quality Substitute Availability on the Implementation of Professional Development Programs in the State of New Jersey. Presented at Administrative Council, Administration Building, Bernardsville, NJ.

Pratt, H. & Varygiannes, D. (2002, January). K-12 Science Assessment Summary Report. Presented at the Somerset Hills Board of Education meeting, Peapack-Gladstone, NJ.

Varygiannes, D. (2001, October). Perspectives. Presented at the New Teacher Induction Workshop at Bernardsville Middle School, Bernardsville, NJ.

Varygiannes, D. (2001, October). Yours, Ours, and Somewhere in the Future. Presented at Bedminster-Bernardsville Articulation Meeting at Bernards High School, Bernardsville, NJ.

Varygiannes, D. (2001, May). Community Goals 2000 Showcase Summary. Presented at the Showcase Event for all participating districts held at Cedar Drive Middle School, Colts Neck, NJ.

DeWitt, K. & Varygiannes, D. (2001, February). Study Skills Curriculum Design Grades 5-8. Presented at Board of Education meeting, Colts Neck, NJ.

Pavlicek, L. & Varygiannes, D. (2001, February). Communication Arts Curriculum Design Grades 5-8. Presented at Board of Education meeting, Colts Neck, NJ.

Varygiannes, D. (2000, October). Report on District Assessment 1999-00. Presented at Board of Education meeting, Colts Neck, NJ.

Corvinus, S. & Varygiannes, D. (2000, September). Introducing SmartBoard Technology. Presented at District In-service workshop and PTO session, Cedar Drive School, Colts Neck, NJ.

Cook, L., Novelli, S. & Varygiannes, D. (2000, August). Integrated Language Arts Literacy Curriculum K-8 Design. Presented at Board of Education meeting, Colts Neck, NJ.

Varygiannes, D. (2000, August). Teaching and Learning. Presented at New Teacher Orientation Program, Colts Neck, NJ.

Varygiannes, D. (2000, August). Wisdom Walk and Reflections. Presented at New Teacher Orientation Program, Colts Neck, NJ.

Varygiannes, D. (2000, August). Professional Development: Expectations/Evaluation. Presented at New Teacher Orientation Program, Colts Neck, NJ.

Varygiannes, D. (2000, August). K-8 Mathematics Curriculum Design. Presented at Board of Education meeting, Colts Neck, NJ.

Varygiannes, D. (2000, August). K-8 World Language – Spanish Curriculum Design. Presented at Board of Education meeting, Colts Neck, NJ.

Varygiannes, D. (2000, August). K-8 Science Curriculum Design. Presented at Board of Education meeting, Colts Neck, NJ.

Varygiannes, D. (2000, Spring). NJ Core Curriculum Content Standards and Kindergarten Curriculum: Perfect Together. Presented at Kindergarten parent information session, Conover Road School, Colts Neck, NJ.

Varygiannes, D. (1999, October). Report on District Assessment 1998-99. Presented at Board of Education meeting, Colts Neck, NJ.

Varygiannes, D. (1999, August). Curriculum: The Big Picture. Presented at New Teacher Orientation Program, Colts Neck, NJ.

Varygiannes, D. (1998, Fall). GEPA Mathematics 1999-What's New, What's Different and What's Working...Our District Dialogue. Presented as a three-day workshop series for Grade 6, 7, and 8 Teachers of Mathematics, Brick Township Schools, Brick, NJ.

Varygiannes, D. (1998, September). Searching the Web...Math Sites to Visit. Presented at district In-service, Brick Township Schools, Brick, NJ.

Varygiannes, D. (1998, September). Transforming the Vision to a Curriculum Design Model. Presented to the district K-6 Mathematics Steering Committee, Primary Learning Center, Brick, NJ.

Dysleski, G. & Varygiannes, D. (1997, October). Kids Can't Wait: Success for At Risk Students. Presented at Association of Mathematics Teachers of New Jersey Annual Conference (AMTNJ), Somerset, NJ.

Varygiannes, D. (1997, April). What You Need to Know About ESPA. Presented at Monmouth County Supervisors of Mathematics conference, Asbury Park High School, Asbury, NJ.

Varygiannes, D. (1997, March). Mathematics Department Programs Goals: Developing Mathematical Problem Solving, Communication, Reasoning, and Connections. Presented at Incoming Freshman parent information session, offered by Brick Township Guidance Department, Brick, N.J.

Varygiannes, D. (1997, February). "Good Questions...One Type of Open-Ended Task". Presented at joint mathematics share session of BMHS and BTHS, Brick Township Schools, Brick, NJ.

Scott, L. & Varygiannes, D. (1996, November). The Mathematics Instructional Guide – Is It Working For You? Presented at New Jersey School Boards Association Annual Conference, Atlantic City, NJ.

Gagliardi, A. & Varygiannes, D. (1996, Winter). Introducing the Mathematics Instructional Guide: Linking Classroom Experiences to Current Statewide Assessments. Conducted nine days of regional training sessions at Academies throughout the state for all NJ districts.

Varygiannes, D. (1996, May & November). Upcoming Elementary School Proficiency Assessment. Presented at spring regional conference of Association of Mathematics Teachers of New Jersey, College of NJ, Trenton, NJ & Morris County Mathematics Alliance conference, Morris County Community College, Randolph, NJ.

Varygiannes, D. (1996, April). The New Jersey Core Curriculum Content Standards and Statewide Assessments Perfect Together. Presented at the annual conference of the Association of State Supervisors of Mathematics (ASSM), San Diego, Ca.

Snider, J. & Varygiannes, D. (1994, Spring). Alternative Assessment in Mathematics. Presented at Research for Better Schools Assessment Conference, Baltimore, MD.

EXPERIENCE

**Somerset Hills School District
Bernardsville, New Jersey**

**K-12 Director of Curriculum and Instruction-Mathematics, Science and
Technology**

August 2001 – July 2002

Duties and Responsibilities: One of six central office administrators mentoring and supervising the staff and overseeing programs for students throughout three school buildings, approximately 1450 students. As Curriculum Director for three content areas proven performance and competencies:

- Served as a consummate team player and collaborated with colleagues in developing mission statements, visions and supporting goals with strategic planning.
- Modeled the highest ethical and professional values.
- Facilitated development, submission, and implementation of District's Professional Development Plan.
- Provided the leadership to facilitate ongoing professional development opportunities to nurture and support enhanced student performance on standardized tests.
- Provided support and ongoing professional development opportunities to affectuate successful implementation of new K-5 Mathematics program aligned with the established district scope and sequence for Math education established by The Somerset Hills Schools and the New Jersey Core Curriculum Content Standards.
- Developed and implemented a process to assess the status of the K-12 Science program that identified commendations, recommendations and a corrective action plan.
- Conducted and assisted with program reviews, budgets, and accreditation committees.
- Successfully recruited candidates of superior quality to fill staffing positions.
- Supervised the creative users of technology: video production, television broadcasting, drafting, woodshop, photography, web design, multimedia and computer proficiency courses for all students as well as natural infusion in mathematics and science.
- Conducted classroom observations and provided evaluation of teachers as assigned by superintendent.

- Operated as a “paperless” administrator -all meetings, agendas, reports, etc. were transmitted via email; utilized SASI system for database of student records.
- Facilitated review, research, evaluation and designed selection criteria and sequencing of mathematics offerings grades 3-8.
- Co-developed and implemented New Teacher Induction Program to help retain newly recruited employees in the school district.
- Facilitated ongoing nurturing and development of an effective K-12 multicultural education program.

- Worked to develop program partnerships with university, corporations, and other educational organizations.
- Developed a plan for increasing district pool of quality substitute teachers.
- Fulfilled year-long mentorship requirement for attainment of standard New Jersey *School Administrator* certification.
- Assisted high school in procurement of acceptance as an International Baccalaureate (IB) Diploma Programme school.
 - Consistently commended on instructional excellence, team skills, research, service, and overall collegiality.

**Colts Neck Township Schools
Administrative Office Building
Colts Neck, New Jersey**

K-8 Director of Curriculum December 1998-July 2001

Duties and Responsibilities: One of four central office administrators. Director of Curriculum, Instruction, and Assessment for K-8 district of approximately 1250 students. Responsible for budget, organization, management and implementation of district: professional development; standardized assessment and testing; curriculum review, evaluation, development and implementation; and grant writing and reporting. Proven performance and competencies:

- Modeled the highest ethical and professional values.
- Directed all aspects of program administration, including the identification and recruitment of faculty to ensure the highest academic standards were met.
- Conducted classroom observations and provided evaluation of teachers as assigned by superintendent.
- Facilitated the development of district curricula K-8 aligned to the New Jersey Core Curriculum Content Standards in *mathematics, science, world language and integrated language arts literacy*. Also developed *K-4 social studies and 5-8 communication arts, 5-8 study skills curricula*.
- Administered, analyzed, and reported results of district and state standardized testing.
- Evaluated and approved the inclusion of new instructional materials and/or technologies.
- Represented the curriculum and assessment programs to all internal departments or groups.
- Assisted in the development of department budget and management of the same inclusive of line items for: district professional development; district curricula resources and materials inclusive of technology; consulting services and curricula development expenditures; office supplies and materials.
- Directed the preparation of contracts and requests for academic and program

disbursements.

- Provided curricula, assessment and program presentations to staff, parents, and board of education.
- Advised faculty on advanced program requirements, registration and successful degree progression and professional development opportunities.
- Chaired district Professional Development Committee, Instructional Council, and all Curricula Design and Assessment Teams.
- Initiated, designed and implemented three-day *New Teacher Orientation Program*.
- Developed district *Evaluation Handbook for Instructional Staff Members*.
- Secured through collaborative efforts: Exxon Grant; Goals 2000 Grant; and TERC Implementation Grant.
- Prepared, monitored, and implemented district entitlement grants.
- Prepared: Implementation of School-level Plans (N.J.A.C. 6:8-4.4); Achievement of Performance Objectives (N.J.A.C. 6:8-4.4); Professional Development Activities (N.J.A.C. 6:8-4.8) for inclusion in district *Quality Assurance Annual Report (Q.A.A.R.)*.
 - Facilitated *Community Alliance* support for Peer Mediation and Conflict Resolution programs as well as for Parent Outreach programs namely:
 - Internet Safety, Emotional and Social Intelligence, and Michael Fowlin's presentation: *You Don't Know Me Until You Know Me*.
 - Worked extensively in sending/receiving articulation and to build program partnerships with university and other educational organizations.
 - Provided numerous extended-day workshops for teachers and several parent information sessions.
 - Developed and disseminated grade-level Parent Curriculum Information Handbooks.
 - Coordinated the development of grade-level parent *Mathematics Newsletters*.

- Restructured *District Technology Plan* and companion professional development: Hired and supervised New Director of Technology and assistants Transitioned staff from Apple to PC environment; Provided on-going professional development and support (not limited to: Alan November – Preparing Our Students for the Digital Economy; Helen Teagues – *Classroom Connect*; and nurtured individual experts within district to *Share What They Know So That WE All Continue To Grow*;
Engaged middle school teachers in Goals 2000 Technology Enhancement grant supportive of extensive ongoing teacher professional development in web design;
Introduced *Smart Board* Technology into district;
Utilized WORD template structure for teacher use during curriculum and assessment development.
- Consistently commended on instructional excellence, team skills, research, service, and overall collegiality.

**Brick Township School District
Brick, New Jersey Mathematics
Supervisor 7-12 February 1997–
December 1998**

Duties and Responsibilities: One of five district secondary supervisors that assisted with the administration and supervision of program and curricula delivery in a district of approximately 13000 students. Proven performance and competencies:

- Modeled the highest ethical and professional values.
- Assisted with budget formulation, scheduling, and staffing.
- Directed all aspects of mathematics content delivery to ensure the highest academic standards were met.
- Ensured curricula content consistency and relevancy.
- Evaluated and approved the inclusion of new instructional materials and/or technologies.
- Supervised the mathematics instructional team and facilitated articulation among school buildings. Conducted classroom observations and evaluated teachers as assigned by superintendent.
- Crafted professional development experiences to assist teachers with natural infusion and use of 5 computer workstations per classroom into curricula and classroom instruction.
- Designed and established new computer labs at each high school outfitted with Geometer's Sketchpad and MapleV software in addition to district-wide software.
- Provided guidance in identifying and utilizing effective websites.
- Worked extensively in cross-district articulation and to build university partnerships.

- Facilitated the revision of course descriptions and curricula outlines for: *AP Computer Science*; *Computer Programming I and II*; *Trigonometry and Elementary Functions*; *Probability, Statistics and Discrete Mathematics*; and *Applied Mathematics I and II*.
- Co-developed Mathematics/Science Honors Placement selection process and assessment instruments.
- Facilitated development of graphing calculator assessment instruments.
- Provided curricula, assessment and program presentations to staff, parents, and board of education.
- Initiated and authored weekly Mathematics department newsletter as means of articulating and sharing events at each and both high schools. Utilized *Greetings Workshop* software for template.
- Joined other content supervisors in development and implementation of integrated, *Water Planet Project*. Collaborative endeavor with business and community partners. Prepared NJASCD nomination packet and received NJASCD's 1997 Innovative Program Award.
- Consistently commended on instructional excellence, team skills, research, service, and overall collegiality.

**New Jersey Department of Education Office
of Standards and Assessment Trenton,
New Jersey Education Program Specialist I
May 1992 -February 1997**

Mathematics Assessment Coordinator, 1994-97
Mathematics Curriculum Specialist, 1992-94

Duties and Responsibilities: An education program specialist in the area of mathematics education. Responsible for curriculum, instruction, and assessment initiatives at the New Jersey department of education. Proven performance and competencies:

- Evaluated and approved district Eisenhower Entitlement grant applications.
- Co-designed the GAAP budget form for grant applications.
- Developed *Request for Proposals* for Governors Grants for Excellence in Science and Mathematics.
- Co-directed grant projects including providing professional development in *Alternative Assessments* for Governors Grant recipients.
- Served as department liaison for the Association of Mathematics Teachers of New Jersey.
- Served as state supervisor of mathematics for the Association of State Supervisors of Mathematics.
- Selected to serve on the Executive Steering Committee for the New Jersey State Systemic Initiative (NJSSI).
- Developed the draft ESPA Mathematics test specification document.
- Reviewed district proposals and selected and edited the first SRA11 Mathematics Assessment tasks.
- Initiated, developed, disseminated and provided instructional leadership in utilizing curricula resource: *The Mathematics Instructional Guide: Linking Classroom Experiences to Statewide Assessments*.
- Served on the Governor's leadership team for the development of the New Jersey Core Curriculum Content Standards.
- Served on the Leadership Team for the New Jersey Mathematics Curriculum Framework Project.
- Coordinated mathematics assessment committees (4-ESPA, 8-EWT, 11HSPT) for item development, item statistical review and selection and test construction.
- Provided guidance in development of ancillary materials needed to support administration of the statewide assessments and interpretation of test results.
- Provided technical assistance regarding the content, instructional practices, assessment methods, and techniques relevant to the mathematics sections of the tests.
- Worked in cooperation with assessment contractors in developing content, as well as student preparation and review materials and scoring guides for open-ended test components.
- Communicated with field educators and administrators about the mathematics sections of the assessment program.
- Monitored district administration of statewide testing.
- Served as a curriculum evaluator for third-level monitoring and compliance prior to state take over in designated district.
- Adhered to internal program and monitoring standards and appropriate local, state, federal laws.
- Assisted in development of business partnerships with corporations and their executives.
- Prepared and provided in-house, local district, state, and national presentations.

Consistently commended on instructional excellence, team skills, research, service, and overall collegiality.

**Brookdale Community College
Mathematics Department Lincroft,
New Jersey Mathematics Adjunct
Instructor September 1991-May 1992**

Duties and Responsibilities: Developed and taught undergraduate developmental mathematics and college algebra courses. Proven performance and competencies:

- Provided tutorial services as well as office hours in mathematics laboratory.
- Engaged students in real world applications of mathematics concepts being explored.
- Employed various assessment techniques and teaching strategies to maximize student understanding and demonstration of knowledge and skills.

**Monmouth University
Mathematics/Computer Science Department
West Long Branch, New Jersey**

Full-time Instructor of Mathematics September 1980-May 1985

Duties and Responsibilities: One of nine full-time principal faculty members teaching undergraduate students pursuing mathematics course requirements for Bachelor's degree. Of particular import students pursuing careers in computer science were directed to my course sections. Proven performance and competencies:

- Served as a consummate team player and collaborated with colleagues in developing mission statements, visions and supporting goals with strategic planning.
- Modeled the highest ethical and professional values.
- Taught and facilitated the learning for undergraduate students in these subjects: college algebra, precalculus, mathematical applications, and calculus.
- Engaged students in real world applications of mathematics concepts being explored.
- Employed various assessment techniques and teaching strategies to maximize student understanding and demonstration of knowledge and skills.
- Assisted and advised students with course registration and program planning.
- Assisted with placement testing and evaluation.

- Served on several faculty-advisory committees.
- Pursued second Master's Degree in Computer Science to support departmental growth and needs.
- Conducted and assisted with several program reviews and course planning and revisions.

Consistently commended on instructional excellence, team skills, research, service, and overall collegiality.

**Felician College Lodi,
New Jersey College
Registrar November
1976 – August 1980**

Duties and Responsibilities: Creation of course and exam scheduling, registration, grade reporting, awarding of transfer credits, monitoring of completion of graduation requirements, presentation of academic standing and degrees, academic advisement and leadership in furthering development of admissions, public relations, and continuing education functions of the college. Proven performance and competencies:

- Modeled the highest ethical and professional values.
- Directed all aspects of scheduling, registration, grade reporting, completion of degree requirements and verification of student academic performance *without the tools of technology* for 850 students and full and part-time faculty.
- Evaluated all incoming student records and awarded appropriate credits if advanced standing was applicable.
- Assisted in development of publications, policies and protocols for Admissions and Continuing Education offices.
- Contributed to the development and implementation of marketing plans.
- Advised students on program requirements and successful degree progression in collaboration with program directors.
- Served as a consummate team player and collaborated with colleagues in developing mission statements, visions and supporting goals with strategic planning.
- Assisted with several program reviews, budgets, and served on faculty advisory, standing, and accreditation committees.
- Adhered to internal program and monitoring standards and appropriate local, state, federal laws.
- Formulated policy and implemented leadership decisions.
- Demonstrated strong communication skills (writing, graphics and oral).
- Job required staff development, work evaluation, and training of student assistants.

Consistently commended on organizational and communication excellence, team skills, research, service, and overall collegiality.

High School Teaching

Union, New Jersey
Tenafly, New Jersey
Buffalo Grove, Illinois

Secondary Mathematics Teacher January 1973-October 1976

Duties and Responsibilities: Faculty member in 9-12 high schools. Proven performance and competencies:

- Modeled the highest ethical and professional values.
- Taught and facilitated the learning for high school students in these subjects: algebra, transformational geometry, geometry, algebra with trigonometry, introduction to computer science, and general mathematics.
- Engaged students in real world applications of mathematics concepts being explored.
- Employed various assessment techniques and teaching strategies to maximize student understanding and demonstration of knowledge and skills.
- Assisted and advised students with course selections.
- Served on several faculty-advisory and program development committees.

SUMMARY OF TEACHING EXPERIENCE

Monmouth University (September 2003-present)

- Developed and currently teaching: Methods of Teaching Elementary Mathematics (undergraduate and graduate) ; Foundations of Education (undergraduate and graduate); Teaching Students with Diverse Needs (undergraduate and graduate); Assessment Practices: Now and When? (graduate only)

Brookdale Community College (September 1991-May 1992)

- Developed and taught undergraduate courses in intermediate college algebra and developmental mathematics. *Population included* returning adult learners.

Monmouth University (September 1980 – May 1985)

- Developed and taught undergraduate courses in college algebra, precalculus and trigonometry, linear algebra, mathematics applications, calculus I and II. *Population included* returning adult learners and aspiring computer scientists without the prerequisite mathematics knowledge and skills.

Buffalo Grove High School (September 1975-November 1976)

- Developed and taught secondary courses in computer science, transformational geometry, and algebra I and II.

Tenafly High School (September 1973-June 1974)

- Developed and taught secondary courses in algebra I, algebra II and trigonometry, and geometry.

Union High School (January 1973-June 1973)

- Developed and taught secondary courses in general mathematics and algebra II and trigonometry. *Population included* academically and socially challenged as well as high achievers.

GRANT PARTICIPATION, PROCUREMENT, AND/OR MANAGEMENT

Restructuring Teacher Preparation Programs to Support Education of Children and Youth With Disabilities, Spring 2005, Monmouth University, grant recipient for developing new course syllabi.

Character Education Grant, Somerset Hills School District, 2001-2002, developed, submitted, implemented program plan to support second year implementation of Project REACH (Respecting Ethnic and Cultural Heritage).

Goals 2000 Technology Enhancement Grant, Colts Neck Township Schools, 1999-2001, in collaboration with Freehold Regional School district and other sending districts developed proposal, implemented program plan, organized collective district showcase of developed projects, and coordinated internal ongoing turnkey training and professional support.

Community Alliance Grants, Colts Neck Township Schools, 1999-2001, worked in partnership with Community Alliance representatives and district building principals to plan and obtain funds for program support.

Exxon Teacher Professional Development Grant, Colts Neck Township Schools, 1998-2001, in partnership with Rutgers University developed, monitored, implemented and reported district plans and progress.

IASA, Class Size Reduction, and Character Education Grants, Colts Neck Township Schools, 1998-2001, developed, submitted, monitored and reported district plans and progress.

Terc Implementation Institute Fellowship Grant, NSF funded, Summer 1999, independently obtained teaching training grant for four participants on implementing Mathematics Investigations.

Eisenhower Entitlement Grants, NJDOE, 1992-1994, Co-developed district application, provided technical assistance, and reviewed and approved budgets and program plans for all districts throughout the state.

Nabisco Governors' Grants for Excellence in Science and Mathematics, NJDOE, 1992-1994, Co-directed the grant projects for 50 district project leaders. Guided exploration into the study of *Alternative Forms of Assessment*.

PROFESSIONAL SERVICE

NCATE -SOE self-study: faculty planning, preparation, design and data collection 2004-present, Monmouth University.

LCAC, FYE, and departmental advisement. Monmouth University 2003-present.

New Jersey Statewide Assessment GEPA Committee Member, 1997-2006:

Specific activities include: new item development and review; statistical review of tested items; blue-line review of test construct; standard setting; scoring and range-finding participation for mathematics portion of statewide assessment instruments. **Note: formerly while employed at NJDOE**, responsible for **Coordination of**: ESPA, GEPA (formerly EWT), and HSPA (formerly HSPT) mathematics assessment committees.

Administrative Council, Somerset Hills School District, 2001-2002, Served as one of twelve members in Superintendent's cabinet responsible for review, planning, research, and formulation of policy and program recommendations in accordance with the academic governance and organizational framework of the district.

Co-Chair, District Professional Development Committee, Somerset Hills School District, 2001-2002. Developed, submitted, implemented and monitored district professional development plan after conducting and evaluating needs assessment.

Chair, District REACH (Respecting Ethnic and Cultural Heritage) Program Implementation, Somerset Hills School District, 2001-2002. Resurrected faculty commitment and customized program to district needs during second year of implementation.

Co-chair, Partners in Education Program, Somerset Hills School District, 2001-2002. Recruited district faculty, staff, and administrators to provide workshops for community members. Responsible for advertising and registration.

Co-chair, District Instructional Council, Somerset Hills School District, 2001-2002. Provided opportunities to discuss issues regarding policy and procedures relative to program, curricula, and professional development initiatives with council members.

Co-chair, New Teacher Induction Program, Somerset Hills School District, 2001-2002. Coordinated monthly focus sessions on issues related to: district

policies and procedures; teaching and learning; classroom assessments; differentiation of instruction; diversity; teaching evaluation to enhance professional practice; action research; health and safety issues; and shared responsibility for student learning.

Administrative Council, Brick Township Schools, 1997-1998: One of forty-three district administrators, responsible for planning and reporting on all 7-12 mathematics program initiatives.

Administrative Team, Colts Neck Schools, 1998-2001: One of five administrators in Superintendent's cabinet responsible for review, planning, research, and formulation of policy and program recommendations in accordance with the academic governance and organizational framework of the district. Served as *Acting Superintendent* as needed.

Chair, Instructional Council, Colts Neck Schools, 1999-2001: Specific activities included: development of Instruction Staff Evaluation Handbook; review of district procedures and policies referencing attendance, academic performance, and social behavior.

Chair, District Professional Development Committee 1998-1999; Co-chair 1999-2001 in keeping with state mandated professional development guidelines. Developed, submitted, implemented and monitored district professional development plans after conducting and evaluating needs assessment.

Colts Neck Strategic Planning Committee, Spring 1999, Specific subcommittee work included identification of district philosophy, mission, goals and objectives as well as the resources, economic system and partnerships for maximizing revenues and operating frameworks. Tasks included program analysis, assessing growth and facilities, program, material and human resources as well as professional development needs, and making strategic recommendations for the next five years.

Co-Chair, District Technology Long-Range Planning Team, Colts Neck Township Schools, 1999-2001, Responsible for submission of district Technology Plan and initiatives for the next five years. Strategies included building upon infrastructure in place, changing over to PC environment and procurement of new technologies and supportive professional development and resources.

Executive Board of New Jersey Association of Supervisors and Curriculum Developers, 1997-1998. Participated in retreat to re-establish: mission; goals; and strategic plans of state organization. Attended monthly board meetings and volunteered for several sub committee task forces.

New Jersey State Department Liaison for the Association Mathematics Teacher of New Jersey, AMTNJ 1994-1997: Attended all Executive Board meetings and provided appropriate information regarding departmental initiatives impacting association.

National Association of State Supervisors of Mathematics, ASSM, 1994-1997: Attended annual conferences and **represented New Jersey State Department of Education** at all standards, assessment, and curriculum planning meetings.

Leadership Team of the New Jersey Mathematics Curriculum Framework Project, 1995-1996: Specific activities included: participation at planning meetings; serving on various task forces; writing, reviewing and editing endless drafts of sections of this document.

Mathematics Working Group for Development of the New Jersey Core Curriculum Content Standards, 1996: Charged by Governor to develop world class standards in mathematics for the students of New Jersey.

Executive Steering Committee of the New Jersey Statewide Systemic Initiative (NJSSI), 1993 : Specific task was: to develop program proposal for initial funding by the National Science Foundation, the New Jersey State Legislature, and other sources for partnership dedicated to strengthening mathematics, science and technology education for all students in New Jersey.

Faculty Advisement Committee, Monmouth University, 1980-1985, Served as active freshman and transfer advisor to incoming students. Reviewed student data and made recommendations for mathematics placement.

Faculty Tenure Review and Promotions Committee, Monmouth University, 1981-1984. Assisted in development of guidelines and materials for generating process. Reviewed scoring criteria rubrics utilized and offered novice perspective.

Admissions and Continuing Education Committee, Felician College 1976-1980. Opportunity to work together with colleagues to develop policies, procedures, manuals, brochures, etc. that would excite students to apply and streamline the collective efforts of all parties concerned.

Co-chair, Academic Standing and Degrees Committee, Felician College 1976-1980. Coordinated agenda with the Academic Dean. Responsible for bringing to the table, names of students demonstrating exemplary achievement as well as those requiring probationary action. Organized final evaluations of all potential candidates for graduation and worked collaboratively with individual program directors to finalize all academic standings.

Middle States Accreditation Renewal, Felician College, 1977-1978, Assisted in the renewal of the University's accreditation. The activities included active participation in the self-study, culminating with a community review of the self-study document and the accreditation site visit.

AWARDS

Guest Educator award recipient, **Orff-Schulwerk**, November 2000.

Inducted into Kappa Delta Pi International Honor Society, 4.0 GPA in Ed.D. Program, 2000.

Letter of commendation issued by Assistant Commissioner of New Jersey Department of Education for **facilitation** of development of the test specifications in mathematics for the **Elementary School Proficiency Assessment (ESPA)**, May 1998.

New Jersey Mathematics Coalition, recognized for service on **Leadership Team of the New Jersey Mathematics Curriculum Frameworks Project**, January 1997.

Certificate of Appreciation for Outstanding Leadership in Developing the New Jersey Core Curriculum Content Standards, awarded by the **New Jersey State Board of Education**, 1996.

Memorandum of Commendation issued by Assistant Commissioner of New Jersey Department of Education for developing the resource *The Mathematics Instructional Guide: Linking Classroom Experiences to Current Statewide Assessments*, 1996.

Recipient of a doctoral fellowship for Computer Science studies, Rutgers University, Fall 1973.

Graduated *Summa Cum Laude*, B.A. Mathematics, New Jersey City University 1973.

Selected for inclusion in *Who's Who in American Colleges and Universities*, 1972.

Recipient of the Danforth Fellowship Nomination, 1972.

Dean's List, New Jersey City University, 1969-1972.

CERTIFICATIONS

New Jersey

- Chief School Administrator, Standard Certificate issued October 2002
- School Principal/Supervisor, Certificate of Eligibility issued August 2000
- Supervisor, Standard Certificate issued October 1982
- Teacher of Mathematics, Standard Certificate issued January 1973

Illinois

- Teacher of Mathematics, High School 6-12 issued January 1975

ASSOCIATIONS & AFFILIATIONS

American Education Research Association (AERA) American Association of University Professors (AAUP Member 57778) Association of Mathematics Teachers of New Jersey (AMTNJ Member 443874) Association for Supervision and Curriculum Development (ASCD) Kappa Delta Pi International Honor Society in Education (KDP) National Association School Supervisors and Principals (NASSP Member 35309) National Council of Teachers of Mathematics (NCTM Member 3729151) New Jersey Association for Supervision and Curriculum Development (NJASCD) New Jersey Principals and Supervisors Association New Jersey Staff Development Council (NJSDC) Seton Hall University Alumni Association (SHUAA)

References

Will be gladly furnished upon request.