

P. Jayne Viladenis

B.A. - American Studies - Merrimack College
M. Ed. - Integrated Studies - Cambridge College
Certified - Principal/Assistant Principal ~ Supervisor/Director ~
Social Studies ~English

PROFESSIONAL EXPERIENCE

2013 – Present ~ American International College, Springfield, MA

Adjunct Professor – Teach Graduate Methods Course to Master's Degree Candidates; Supervise candidates for administration and subject area teaching licensure; Supervise non-licensure teaching candidates completing Field Based Research Projects for Masters or CAGS degree.

2006 – June, 2012 ~ BEDFORD PUBLIC SCHOOLS, NEWBURYPORT, MA

Principal John Glenn Middle School – Serve as head administrator; Responsible for the daily workings of the middle school in the areas of Educational Leadership, Curriculum and Instruction, Organizational Leadership, and School and Community Relations; Provide leadership and vision that appropriately involves staff, parents, students, and the community in the accomplishment of the school's mission; Utilizing available resources, develop and maintain a climate conducive to effective learning with the assistance of other certified personnel; Effectively and efficiently administer school inventories and budgets; Utilize pupil projections and space available to determine and recommend teacher needs; Establish and maintains favorable relationships with local educational institutions, municipal offices, community groups and individuals to foster understanding of and solicit support for overall school objectives and programs; interprets School Committee policies and administrative directives; Conduct administrative meetings as may be necessary to improve such practices and procedures which will achieve effectiveness and efficiency in the operation of the total school program; Lead in the selection of personnel. Orient newly-assigned staff members and assists in their development, as appropriate. Coordinate, supervise, and submit evaluation reports on school personnel; 9) Work closely with other principals and administrative personnel to insure proper administration, articulation and coordination of all phases and functions of the school curriculum, instructional practices, and school committee policies; Responsible for total school curriculum, organization, administration and coordination of all phases and functions of all areas of instruction, including programs for children with special needs; plan, organize, and direct implementation of all school activities; discuss and resolve individual student concerns; Submit monthly and other reports as required by the Superintendent; Encourage participation of the school community in the school's total educational program; Keep abreast of changes and developments in specific areas of responsibility and the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field; Establish and/or implement standards for proper student conduct and maintain student discipline through a written code of conduct

Initiatives – Lead in the creation of, the organization of and the continued efforts of our school's Accept the Challenge anti-bullying initiative begun in the Fall of 2007; Secured \$10,000 in grant funding from a variety of local groups and agencies to support the longevity of this endeavor; Led in the development of a more comprehensive daily student Advisory program; Collaboratively worked with the Director of Facilities to plan for capital improvement needs due to increasing enrollment; Lead a 3-phase curriculum initiative that supports rigor and relevance for all students (see portfolio).

Community Involvement – Member of town-wide Violence Prevention Coalition; Served on district Curriculum Advisory Committee; Chair Accept the Challenge committee that represents the home, the community and the school in the planning and development in anti-bullying based student activities.

1999 – 2006 ~ NEWBURYPORT PUBLIC SCHOOLS, NEWBURYPORT, MA

Principal Rupert A. Nock Middle School – Served as head administrator; Responsible for the daily workings of the middle school in the areas of Educational Leadership, Curriculum and Instruction, Organizational Leadership, and School and Community Relations; Develop and Oversee the school budget; Hire staff; Lead in and Monitor the Implementation of curricula; Facilitate Curriculum Mapping process; Observe and Evaluate teachers to support the implementation of Effective Teacher Strategies; embedded professional development on the implementation of

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Co-teaching; Co-chair RAN School Council; Lead in transition planning from grades four to five and grades eight to nine; Monitor student support services, including IEP and 504 implementation; Provide encouragement for classroom innovation; Ensure the implementation of school district policies; Enforce Code of Conduct; Direct the completion of annual and three-year evaluations and assign assessment responsibilities; Establish effective mechanisms for communication inside and outside of the school; Promote community awareness of the school's programs, activities, and services; Respond to parental concerns over student achievement and programs; Collaborate with parents and teachers to problem solve issues for students.

Initiatives - Lead problem-solving initiative as a Professional Learning Community with the goal of establishing initiatives for continuous quality improvement; Lead a study group of faculty on the implementation of an Advisor/Advisee program; Spearheaded and co-chair the efforts to renovate the middle school courtyard, a \$100,000 three-phase project utilizing grants as the sole funding source; Collaboratively work with the Superintendent of Schools and the Newburyport Education Foundation in the planning of a \$500,000 renovation of the middle school science labs.

Community Involvement - Chaired Strategic Planning committee on Student Support Services; Served on Rubric Development Committee for use with the teacher evaluation tool; Served on Community Service Learning Grant selection committee; Mayor's appointee to the Commission for Diversity and Tolerance; Serve on Mayor's Task Force Against Substance Abuse; Serve on Newburyport Education Business Coalition.

Principal Kelley Elementary School – Served as lead administrator; Responsible for the daily workings of the school in the areas of Educational Leadership, Curriculum and Instruction, Organizational Leadership, and School and Community Relations; Develop and Oversee the school budget; Hire staff; Led in and Monitored the Implementation of curricula; Facilitate Curriculum Mapping process; Observe and Evaluate teachers to support the implementation of Effective Teacher Strategies; Led staff in creating Elementary Writing Curriculum Map; Led embedded professional development on MCAS analysis; Co-led embedded professional development on Technology Integration; Chaired Kelley Elementary School Communications Team, STAT team and School Council; Led transition planning for grades 4 to 5; Monitored student support services, including IEP and 504 implementation; Managed the pre-referral process; Enforce Code of Conduct; Chair all initial Team Meetings; Directed the completion of annual reviews and three-year evaluations to ensure procedural and time compliance with state and federal regulations; Managed all incoming evaluation referrals and assigned assessment responsibilities; Monitored assessments and written reports for all initial evaluations; Managed Special Education related inquiries and concerns from staff, students and parents, with referral to appropriate personnel as necessary; Established effective mechanisms for communication inside and outside of the school; Promoted community awareness of the school's programs, activities and services; Responded to parental concerns over student achievement and programs; Collaborated with parents and teachers to problem solve issues for students.

Initiatives – Spearheaded the creation of a Technology Lab at the Kelley School; Implemented a school-wide “Second Steps” behavior management program run by parent volunteers; Instituted a “Communications Team” to discuss student/school issues; Implemented “Celebrate Kelley,” a two-day back to school transition program; Created a “Literacy Room,” providing teachers with a place to work with literacy materials; Provided teachers with professional development on “Balanced Literacy” and secured a “Guided Reading” program to promote the use of developmental reading strategies; Served as a member of the Elementary Technology Sub Committee; Led professional development with staff in the creation of a K-4 writing curriculum map.

Title 1 Director – Supervised and monitored the K-4 Reading Recovery and Literacy Support Services for Kelley and Bresnahan Schools; Wrote Title 1 grant to secure federal monies through the Massachusetts DESE; Managed the Title 1 budget of approximately \$300,000.

Initiatives – Led the reorganization of literacy support instruction through “Guided Reading and reading assessment K-4.

Site Administrator Nock-North Middle School - Served a lead administrator at Rupert A. Nock Middle School's temporary site for grades five and six. Responsible for oversight of the daily operation of the school in the areas of Educational Leadership, Curriculum and Instruction, Organization Leadership, and School and Community Relations; Spearheaded the institution of a daily Advisor/Advisee program that addressed social, emotional, behavioral and academic needs of students; Supervised the implementation of a newly created program for emotionally/behaviorally disturbed students; Serve on Time and Learning committee.

Social Studies Curriculum Facilitator – Facilitated curriculum review, changes and implementation for grades 7

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& 8 Social Studies curriculum; Coordinated summer curriculum development in grade 8 U.S. History.

House Coordinator (1999-2000) – Served as an Assistant Principal for grades 5 & 7 at Rupert A. Nock Middle School; Ensured the continuation of the middle school philosophy; observed teachers to support the implementation of Effective Teacher Strategies; Participated in the Middle School Leadership Team and Leadership Council; Led transition planning for grades 4 to 5 and grade 8 to 9; Monitored student support services, including IEP and 504 implementation; Managed the pre-referral process; Provided encouragement for classroom innovation; Ensured the implementation of school system policies; Enforced Code of Conduct; Chaired all initial Team Meetings; Directed the completion of annual reviews and three-year evaluations to ensure procedural and time compliance with state and federal regulations; Managed all incoming evaluation referrals and assigned assessment responsibilities; Monitored assessment and written reports for all initial evaluations; Managed special education related inquiries and concerns from staff, students, and parents with referral to appropriate administrators; Established effective mechanisms for communication inside and outside of the school; Promoted community awareness of the school's programs, activities and services; Responded to parental concerns over student achievement and programs; Collaborated with parents and teachers to problem solve issues for students.

1998 – 1999 ~ MELROSE PUBLIC SCHOOLS, MELROSE, MA

Director of Middle School Curriculum –

Planned and implemented a curriculum review process; Led in the evaluation of instructional methods and programs; articulated curricula between the elementary, Middle, and High schools; Worked with Principal to plan and implement effective programs of supervision and evaluation; Designed and recommended educational innovation; Assisted in recruiting, interviewing, screening, and recommending of qualified candidates for Middle School professional staff; Supervised and coordinated the work of members of the instructional staff who provided special services; Collaboratively prepared and administered the Middle School budget with the Principal; Provided guidance in textbook selection and adoption; Initiated and maintained effective liaisons with other school districts.

First Steps Tutor – Worked with teachers to introduce and support *First Steps* pedagogy in the classroom.

1979 – 1998 ~ IPSWICH PUBLIC SCHOOLS, IPSWICH, MA

High School Social Studies Department Chair (1989-1998) – Designed and implemented curriculum (World Cultures, American Studies, Humanities, Contemporary World Issues); Established a Community Service Program; Evaluated, supervised and hired staff; Prepared, presented for approval and administered department budget.

Multimedia Technology Specialist (1986-1998) – Instructed and assisted colleagues in current technologies and classroom application; Presented reports to community interest groups on the status and use of technology at the high school; Consulted with the Technology Coordinator; Provided tours of technological facilities to visiting schools; Designed and Presented the Multimedia report for the NEASC Committee using Adobe Photoshop; Designed, implemented and Oversaw the Social Studies/Foreign Language Technology Lab; Designed IBM and Macintosh graduation Proficiency Exam.

Curriculum Designer (1992-1998) - Investigated and reported to scheduling committee options for long block scheduling suitable for integrated studies and technology; Collaboratively Designed, Wrote, and Coordinated system-wide curriculum as part of a social studies K-12 Subject Area Team.

Classroom Teacher (1985-1998) - Taught: World Studies (History, English, & Technology); American Studies (History & English); Advanced Placement U.S. History; World Cultures; Foreign Cultures; Western Civilization; Introduction to Computers using Logo and Basic; Multimedia Technology; American Literature; Grammar and Composition, & Creative Writing.

Middle School Social Studies Teacher & Team Leader (1979-1985) - Social Studies Teacher & Team Leader for a Multidisciplinary Academic Team; Coordinated Team meetings; Conducted parent meetings; Prepared team budget.

Coach (1979 -1982) – Coached High School Girls' J.V. Basketball, Boys' J.V. Basketball; Middle school Girls' Field Hockey and Softball.

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1978 – 1979 ~ PENTUCKET REGIONAL SCHOOLS, WEST NEWBURY, MA

High School Social Studies Teacher – Taught Psychology and Geography

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RELATED EXPERIENCE & PROFESSIONAL DEVELOPMENT

BEST PRACTICES EXHIBITOR – “STAND UP, 2011” NORTHEASTERN UNIVERSITY, 2011
Presented John Glenn Middle School’s Accept the Challenge anti-bullying program at event that promoted positive social change in their schools and communities

FORUM ON DIVERSITY & TOLERANCE - BEDFORD PUBLIC SCHOOLS, BEDFORD 2007
Organizer and Panelist for school/community presentation

“WORKING EFFECTIVELY WITH PARENTS” - NEWBURYPORT PUBLIC SCHOOLS, NEWBURYPORT 2005
Presented for new teacher induction program

“UNDERSTANDING & INTEGRATING OPEN-RESPONSE QUESTIONS” – NEWBURYPORT PUBLIC SCHOOLS, 2002
Workshop Presenter for elementary teachers in the Newburyport Public Schools

NORTHEAST CONSORTIUM FOR STAFF DEVELOPMENT - 2000 & 2002
Instructor of graduate level course in developing embedded Open-Response questions and the creation of standards-based units of study

FIRST STEPS CONSULTANT/TRAINER – HEINEMAN CORPORATION, 1999
Training as a First Steps consultant/trainer in developmental reading and writing, K-Adult

“WHAT IS PROFICIENT” – MELROSE PUBLIC SCHOOLS, 1999
Workshop Presenter for MCAS teacher training

“CREATING OPEN-RESPONSE QUESTIONS ACROSS THE CURRICULUM” – MELROSE PUBLIC SCHOOLS, 1999
Workshop Presenter for MCAS teacher training

“TEACHING IN THE LONG BLOCK CLASSROOM” – NH COUNCIL FOR SOCIAL STUDIES CONFERENCE, 1998
Workshop Presenter focused on creating an active student centered environment and the integration of technology at annual regional conference

“TECHNOLOGY AND THE HISTORY & SOCIAL SCIENCE FRAMEWORK” - IPSWICH PUBLIC SCHOOLS, 1998
Provided professional development focused on creating a 21st Century Classroom by integrating technology into the social studies classroom

“FROM WORLD CIVILIZATIONS TO HUMANITIES: TEACHING FOR THE LONGER BLOCK” NEW ENGLAND REGIONAL SOCIAL STUDIES CONFERENCE, 1995, 1997
Provided a professional development workshop on creating an interdisciplinary World History/World Literature classroom

TEXTBOOK CONSULTANT – PRENTICE HALL PUBLISHING, NEWTON HEIGHTS, MA 1992 - 1995
History Consultant contributed lessons, exercises, and activities incorporating technology and critical thinking; Advised on the organization and structure of the textbook and ancillaries; Edited final copy for publication of *America – Pathways to the Present*.

“CREATING INTERDISCIPLINARY COURSES AT THE SECONDARY LEVEL” – NATIONAL AMERICAN STUDIES CONFERENCE, BOSTON, 1993
Workshop Presenter of an integrated approach to the teaching of U.S. History/American

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Literature

**“HOW TEACHERS CAN USE THE INTEGRATED SOFTWARE, FACTWORKS” – IPSWICH
PUBLIC SCHOOLS, 1987**

Workshop Presenter on technology innovations in the secondary classroom

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