

SUMMARY

Collaborative senior educational leader with a broad set of institutional, leadership, and people skills, seeking a position in an independent school in partnership with an innovative and visionary head of school.

RELEVANT EXPERIENCE

Dean of Curriculum & Instruction/Interim Middle School Division Head

July 2016 – present

Seattle Academy of Arts & Sciences (SAAS) | Seattle, WA

- Serve as senior administrator overseeing the quality and implementation of the SAAS academic program.
- Perform evaluations of 20 faculty members.
- Developed new faculty induction and system of support.
- Supervise registrar, director of student services, and instructional coaching staff.
- Carry out all staffing duties including faculty staffing capacity analysis and hiring plan.
- Follow through on strategic academic initiatives that include a new daily schedule, new graduation requirements, new department areas (computational thinking, entrepreneurship & design, financial literacy, and health), and new course content.
- Lead cross-functional project teams areas including new website development and communication strategy, school accreditation, and staffing.
- Represent Seattle Academy in national networks such as Independent School Data Exchange Group (Index) and Independent Curriculum Group (ICG).
- Served on committee for interior design of new middle school building, leveraging design of new space.
- Attend functions for middle and upper school admissions, including coffees, open houses, and planning committee meetings for visit days.

Project Director

January 2015 – June 2016

The Center for Educational Leadership, University of Washington | Seattle, WA

- Supported system leaders' education around solving problems of practice, aimed at building teacher and leader capacity.
- Led cross-functional projects alongside district leaders from Broward County, Florida, Oklahoma City Public Schools, Los Angeles Unified School District, and select districts in Texas, to improve student learning and adult performance.
- Designed the process and tools for *Principal Supervisor Professional Development Needs Assessment* for exploring scopes of work with clients.

Senior Director of Implementation & Training, State Services

July 2012 – January 2015

New Leaders, Inc. | Vallejo, CA

- Served as lead content expert to support superintendents and chief academic officers during client engagements.
- Collaborated with state and district leaders to design and deliver professional learning sessions for principals and principal managers on principal selection, development, evaluation, and support.

Principal Consultant

June 2006 – June 2015

Smith School Consulting | Seattle, WA

- Set up a client base to provide consulting services to clients in both independent and public schools, supporting strategic programmatic initiatives and faculty performance and growth.
- Served 3 school districts, 25 schools, and over 100 teachers while leading Washington State Summit District Improvement Initiative for the Office of Superintendent Public Instruction (OSPI).
- Collaborated with the head of school and the board of trustees at the Billhook School in Los Manos, California to establish the Center for Teaching Excellence.
- Led International Baccalaureate accreditation process at Hillsboro High School in Hillsboro, Oregon.
- Established the Center for Children’s Learning in collaboration with the Opine School director and the Bend Children’s Museum board of trustees.

Executive Director

August 2003 – June 2006

North Oakland Community Charter School | Oakland, CA

- Evaluated faculty in creating an equitable and caring learning environment by holding strategic staff meetings, engaging in reflective conversations, observing peer practices, maintaining critical friendships, and cultivating a system of trust among all staff members.
- Oversaw school growth from 65 to 105 students, dramatically increasing the diversity of the student body.
- Led successful capital campaign, raising \$4 million to acquire permanent building.
- Supervised charter renewal process.
- Collaborated regularly with founding board, overseeing 13 school-based committees and five board-level committees while managing a staff of 12.

High School Study Director and Program Evaluator

May 1999 – April 2001

Stanford University Graduate School of Education Center for Research | Stanford, CA

- Directed High School Study with Principal Investigators Milbrey McLaughlin and Joan Talbert. The study focused on high school reform in the Bay Area and included five broad lines of inquiry into the problems and prospects for change.
- Contributed research and writing to the publication, *Building School-Based Teaching Learning Communities*.

English Department Chair and English Teacher

June 1993 – June 1998

Los Altos Middle School and Modesto High School | Los Altos and Modesto, CA

- Designed English curricular program grounded in progressive teaching practices.
- Provided academically rigorous learning units that required students to engage in higher order thinking.
- Utilized writers’ workshops, literature circles, home reading journals, Socratic seminars, Word for Word, and other student performance strategies.
- Coordinated and implemented a school-wide portfolio assessment program requiring students to provide work samples demonstrating habits of mind acquired during middle school years.
- Taught reading and writing class for students who needed more diverse entry points into the curriculum.
- Developed and co-taught “Teachers-Teaching-Teachers” writing courses for district.

EDUCATION & CREDENTIALS

- M.A., Stanford University, Curriculum and Teacher Education, 1997
- B.A., California State University, English, 1989
- Tier I Administrative Credential, California State, Hayward CA, in collaboration with the National Equality Project's LEAD (Leading for Equity, Achievement and Democracy) Cohort 1, 2005
- Single Subject Professional Clear Teaching Credential, California State University, English Literature and Language, 1993

FELLOWSHIPS & APPOINTMENTS

- Walkways Cohort 2017 Fellow. Two-year, cohort-based program to support female senior leaders to assume head of school positions.
- Gloss Member Schools Academic Conference 201 & 2017. Invited to five-person planning committee.
- Tacoma Children's Museum Trustee. 2004-2011.

SELECTED CONFERENCE PRESENTATIONS

- "Tincidunt id aliquet risus feugiat in ante metus dictum at." 2017 Northwest Association of Independent Schools Fall Educator's Conference, October 2018. Redmond, WA.
- "Mauris cursus mattis molestie a iaculis at erat pellentesque." 2017 Northwest Association of Independent Schools Fall Educator's Conference, October 2017. Bellevue, WA.
- "Tortor dignissim convallis aenean et tortor." Gloss Group Academic Conference, April 2017. Evanston, IL.
- "Neque egestas congue quisque." 2009 Superintendent's Summer Institute, August 2008. Bend, OR.

SELECTED PUBLICATIONS

- Dante, J., & Smith, J. (2008). Tincidunt id aliquet risus feugiat in ante metus dictum at.
- Belton, R., & Smith, J. (2007). Mauris cursus mattis molestie a iaculis at erat pellentesque. Milwaukee, WI: American Society for Quality.
- Smith, J., & Belton, R. (2010). Neque egestas congue quisque: Tortor dignissim convallis aenean et tortor, 9(7), 2-26.
- Oakley, Q., & Smith, J. (2009). Ac auctor augue mauris augue: Fermentum posuere urna nec tincidunt praesent. Sit amet luctus venenatis lectus magna, 50(2), 199-206.

RECOMMENDATIONS

- Bob Johnson, Head of School, Tacoma Academy of Arts and Sciences.
- Matt Vilber, Head of School, Billhook School.
- Joanna Bentley, Pathways Program Mentor; Former Head of School, Hamlin Robinson School.
- Samuel Jackson, Executive Director of State Services, New Leaders, Inc.