



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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Soldotna, Alaska
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May 4, 2009

TO: Board of Education
FROM: Donna Peterson, Ed.D., Superintendent
SUBJECT: 2009-10 Administrator Contracts- Item 11 a (6)

It is recommended that the following administrator contracts be approved for the 2009-10 school year. The following assignments are tentative:

Phillip A. Graham	Assistant Principal	Soldotna High School
Kevin Downs	Program Coordinator	Pupil Services
Jamilyn Harper	Program Coordinator	Pupil Services

Phillip A. Graham

Experience

2006-Present Pawnee School District Grover, CO
Superintendent/K-12 Principal

- Develop and Maintain Budget
- Educational Leader for K-12 school
- Develop up-to-date school board policy manual, K-12 curriculum
- Supervision of faculty and facilities
- Transportation Director
- K-12 enrollment:110

2003-Present Sheridan Public Schools Sheridan, MT
Superintendent/K-8 Principal

- Develop and maintain budget
- Educational leader for K-8 school
- Develop up-to-date school board policy manual, K-12 curriculum
- Supervision of faculty and facilities
- K-12 enrollment: 215

2002-2003 Hays/Lodge Pole Schools Hays, MT
K-12 Principal/Teacher

- Educational Leader for K-12 School
- Reading First Grant for K-6
- Supervise all certified and classified staff
- Teach Psychology and Sociology classes
- K-12 enrollment: 265

2001-2002 Hays/Lodge Pole Schools Hays, MT
Junior High Teacher/Athletic Director

- Teach grades 7 and 8 Social Studies
- Develop Sports Schedule
- Supervise all home games
- Coordinate transportation for away games
- Maintain athletic inventory
- Head football coach

February 2001-May 2001 Southwest Region Schools New Stuyahok, AK
Emergency Replacement Teacher

- Itinerant Social Studies Teacher

- Team teach Language Arts and Government
- Teach World Regional Geography
- Temporary assignment for 3 months

1998-1999 Billings Catholic Schools Billings MT

7th Grade Teacher/ Junior High Athletic Director

- Teach 7th grade Science, Math, Language Arts
- Develop Sports Schedule
- Supervise all home games
- Coordinate transportation for away games, maintain athletic inventory

Education

2002-2004 Montana State University Bozeman, MT

- M.A. Educational Leadership

1994-1998 Montana State University-Billings Billings, MT

- B.S. Education
- Broadfield degree in Social Science

Interests

Family, remodeling homes, hunting, fishing, athletics

KEVIN THOMAS DOWNS

Objective:

To obtain a position as Pupil Services Program Coordinator for the Kenai Peninsula Borough School District

Education:

Master of Science Education Administration, Spring, 2009
National University
La Jolla, CA

Bachelor of Science in Education, Elementary/Special Education, 1998
Montana State University-Billings
Billings, MT

Teaching and Related Experience:

Pupil Services Program Coordinator, Kenai Peninsula Borough School District,
District Office, Soldotna, AK 2008 - Present

Special Education Teacher (Grades: 6-8), Kenai Peninsula Borough School District,
Soldotna Middle School, Soldotna, AK 2002 - 2008

Special Education Teacher (Grades 6-12. + 2 Intensive Needs elementary students),
North Slope Borough School District, Tikigaq School, Point Hope, AK 1998- 2002

Strengths:

- * Ten very successful years of teaching children with special needs in Alaskan public schools
- * Effective and appropriate educational programming for children with disabilities
- * Vast behavioral expertise implementing and supervising behavioral programs for KPBSD
- * Expertise in IEP development and related procedural guidelines
- * Effective communication with colleagues, families and outside agencies to provide quality educational experiences for students
- * Proven, timely responsiveness to the educational needs of the district and individual school sites
- * Ability to design, implement and supervise curriculum to meet the unique needs of students with disabilities
- * Efficient, organized and motivated

Certification:

Alaska Teaching Certificate (Elementary Education K- 8, Special Education, K-12)
Montana Teaching Certificate (Elementary Education K-8, Special Education K-12)
Type B Alaska Administrative Certificate (Spring/Summer 2009)

JAMILYN L. HARPER

Soldotna, AK 99669

ALASKA CERTIFICATION

Type B: Special Education Director, K-12 Principal

Type A: K-8 Special Education, K-8 Elementary Education

Preschool Special Education and Gifted/Talented Credits Fulfilled

"Highly Qualified" in Elementary Education & Middle School Content

EDUCATION

SCHOOL ADMINISTRATION CERTIFICATION

University of Alaska, Anchorage, AK- May 2003

MASTER OF EDUCATION: SPECIAL EDUCATION

University of Washington, Seattle, WA- June 1997

Thesis Title: Spelling's Effects on Reading

Additional Endorsement in Early Childhood Special Education earned

BACHELOR OF ARTS: ELEMENTARY EDUCATION

Washington State University, Pullman, WA- May 1994

Minors (Teaching Certification): Special Education, Spanish

EXPERIENCE

PUPIL SERVICES DIRECTOR 2005-2008

Kenai Peninsula Borough School District

Responsible for all district special education programs and section 504 accommodations for students. Supervised gifted education and health services. Managed local and grant budgets concerning special education and all related services. Conducted compliance monitoring for state and federal regulation purposes. Provided leadership to administrators and teachers in special education program development and best practices. Investigated complaints and provided conflict resolution. Supervised and evaluated staff.

ASSISTANT DIRECTOR OF PUPIL SERVICES 2002-2005

Kenai Peninsula Borough School District

Worked with Director to provide leadership concerning special education programs. Supervised and evaluated itinerant staff. Provided conflict resolution within IEP teams. Investigated special education complaints. Supervised OT/PT and Surrogate Parent programs.

SPECIAL EDUCATION PROGRAM MANAGER 1999-2002

Kenai Peninsula Borough School District

Evaluated development and delivery of special education programs in thirteen buildings, K-12. Provided teacher training –DIBELS, Direct Instruction reading programs. Coordinated Reading Intervention Program. Provided direct special education instruction and evaluation. Coordinated Intensive Reading Summer Program.

SPECIAL EDUCATION TEACHER

1998-1999 Anchorage School District-Mt. Spurr Elementary

1997-1998 Kenai Peninsula Borough School District- Sterling Elementary

1995-1997 Snoqualmie Valley School District/ Highline School

District (WA)

Developed curriculum and provided Direct Instruction for students with a variety of disabilities. Consulted with general education staff concerning modifications and accommodations. Supervised paraprofessional staff. Developed Individual Education Plans. Evaluated students for eligibility. Developed classroom-based program for student with autism.

PROFESSIONAL ACTIVITIES

EED State Determination Committee Member

Kenai Peninsula FASD Steering Committee Member

Council for Exceptional Children- CASE Member

Certified Direct Instruction Consultant (Association for Direct Instruction & SRA)

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) & CBM Trainer

Alaska State Special Education Conference Presenter “Kenai Peninsula Reading Intervention

Project”

Alaska State Governor’s Education Summit 2000– Co Presenter

Alaska State Special Education Director’s Conference - Co-Presenter

Alaska Reading Excellence Act Conference 2002- Co-Presenter – DIBELS Trainer

Project RIDE –KPBSD Districtwide Inservice 2002

Participant -Governor’s Alaska State Reading Leadership Team

Northwest Regional Labs ENF Conference Co-Presenter “Kenai Peninsula Summer Literacy Interventions”

TRAINING & SKILLS

TEACCH Autism Fundamentals

Lindamood-Bell Phoneme Sequencing & Seeing Stars Programs

Curriculum Based Measurement & Problems Solving Teams

Person-Centered Planning Transition Training

Summer Reading Camp Workshop

Grant Writing in Education

First Steps Developmental Literacy

Bangor Assessment of Reading

Balanced Literacy

Cooperative Learning & Multiple Intelligences

Creating School Based Reading Reforms