



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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August 10, 2009

TO: Board of Education

FROM: Steve Atwater, Superintendent

SUBJECT: 2009-10 Administrator Contracts- Item 11 a (2)

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

|                 |                     |                          |
|-----------------|---------------------|--------------------------|
| Jennifer Dowd   | Assistant Principal | K-Beach Elementary       |
| Teri Diamond    | Assistant Principal | Mountain View Elementary |
| John D. Hersrud | Principal/Teacher   | Seward Middle School     |

# Jennifer L. Dowd

## Kenai, AK 99611

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### LICENSURE:

**Type A: Elementary Education K-8 Certification**  
Highly Qualified Ms Science, MS Math and General Science  
**Type B: Initial Administrative certification K-12**  
PENDING Graduation

### EDUCATION:

1/02-present      **Continuing Education Credits: 37**

8/07- present      **University of Alaska Anchorage**  
**Masters – Education Leadership K-12**

8/97-12/01      **University of Alaska Anchorage**  
**B.ED. Elementary Education**  
**Minor: Natural Sciences**

1994-1997      **Bartlett High School      Anchorage, AK**  
**Graduated with Honors**

### PROFESSIONAL DEVELOPMENT:

12/03-present      ASC member  
6/03-present      NSTA member  
6/03-present      ASTA member  
1/04 – 5/04      Math for K-8 Teachers  
6/03-12/03      Alaska Science Consortium Institute  
7/03      APTe Math Institute  
10/02-12/02      Coaches Education Program (Nationally Certified)  
7/02      Vikki Spandel 6 Trait Writing Institute

### EMPLOYMENT:

10/04 –present      **Kenai Peninsula Borough School District (KPBSD)**  
**Nikiski Middle High School/ Kenai Middle/ Sears**  
**Elementary/substitute teacher**

- Lead middle school teacher
- Science curriculum committee
- Scholarship committee
- Site Council Chair
- Leadership team member
- Intervention team member
- Middle school track coach

8/02 – 5/04      **Lower Kuskokwim School District (LKSD)**  
**Bethel Regional High School**

- Pre-Algebra and Life/Physical Science
- School Improvement Plan Committee
- New Teacher Mentor
- Textbook Selection Committee
- Curriculum Committee (District Office-summer)

- 7<sup>th</sup> Grade Class Advisor
- Assistant Volleyball Coach (high school)
- After School Tutor (3-4 days per weeks)
- Summer School- Math

7/02

**LKSD Roadside Science**

**Camp Leader**

- Supervised 14 students 24 hours day (14 days)
- Managed an allotted budget
- Planned logistics
- Assisted in teaching science content

1/02 – 4/02

**LKSD**

**Long-term Substitute Teacher**

- Reading and writing (7-10)
- Talented and Gifted Program (7-12)
- Pentathlon Coach (7-8)

12/00 – 8/01

**Dept. of Fish and Game**

**Anchorage, AK**

**Lead College Intern**

- Entered Survey Data for Research Technical Services
- Supervised 7 college interns with the Division of Wildlife Conservation
- Assisted with accounting responsibilities

11/98 – 10/99

**Camp Fire Boys and Girls**

**Anchorage, AK**

**Child Care Provider**

- Planned and supervised activities for children
- Worked as part of a team to organize site
- Interacted with children and parents

**REFERENCES ON FILE WITH KPBSD**

**TERI L. DIAMOND**  
Sterling, AK 99672

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**PROFILE**

- Strong background in elementary education, with an emphasis on math, language arts, social studies, science, economics, technology and problem solving
  - Dedicated to continual professional development and awareness of current research
  - Ability to design instruction to maximize student learning in accordance with Alaska State Standards
  - Ability to individualize instruction based on students needs and interests
  - Dedicated to creating a stable, safe, and consistent learning environment designed with clear and consistent expectations in place
  - Ability to use a variety of assessment tools to monitor student achievement
  - Excellent communication and collaborative skills with staff, administration and community
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**EDUCATION**

- M.A. Educational Leadership, University of Alaska, Anchorage, Alaska, May 2009
  - M. A. Interdisciplinary Degree with an Emphasis on Economics and Education, University of Alaska, Anchorage, Alaska, May 2004
  - B. A. Education, Major in Elementary Education, Minor in Humanities University of Alaska, Anchorage, Alaska, May 1998
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**EDUCATIONAL CERTIFICATION**

- Alaska Type B Administrative Certificate (in process) K-12
- Elementary K-8 Alaska Type A Certificate
- Highly qualified certificate
- Required coursework completed for Gifted Learning

## **EDUCATIONAL EXPERIENCE-TEACHING**

1999-present-Sterling Elementary School, (*5<sup>th</sup>/6<sup>th</sup> Grade Multiage and 6<sup>th</sup>*)

1998-1999-North Star Elementary, (*6<sup>th</sup> Grade*) Nikiski, Alaska

- Taught multiage 5<sup>th</sup>/6<sup>th</sup> grades in all academic areas
  - Prepared objectives and outlines in all subject areas to meet Alaska State Standards
  - Prepared and used a variety of assessment methods
  - Work collaboratively with staff, community, and administration to evaluate, assessment for instructional purposes, evaluate and implement RTI models, develop school-wide professional development, and implement and assist with PTA activities
  - Designed a variety of lessons to meet needs in a diverse environment while recognizing learning styles and multiple intelligences
  - Integrated technology through the use of a variety of programs including distance learning with polygon, power point, excel, and publisher
  - Familiar with multiage teaching strategies and philosophies
  - Incorporated sound classroom management practices to maximize learning for all students
  - Practiced and aided in development of an in-school collaboration model
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## **RELATED EXPERIENCE AND PROFESSIONAL DEVELOPMENT**

- Worked collaboratively with local business and community to fund and support special projects such as refuge clean-up, water and river testing, and salmon incubation projects
  - Provided professional development for teachers in the area of economic education
  - Coached and supported battle of the books at school level
  - Variety of space training offered through Alaska Challenger Space Center and NASA Explorer School Program
  - Team Lead for NASA Explorer School including development of budget
  - Participation in American Wilderness Leadership Program
  - Building wide assessment coordinator for three years, most currently 2008/2009
  - Coached and coordinated school forensics for district competition
  - Aided in 6<sup>th</sup> grade social studies curriculum development to provide resources to 6<sup>th</sup> Grade teachers across the district
  - Trained in Project CRISS (Creating Independence Through Student Owned Strategies)
  - Met highly qualified requirements
  - Project Wild Certified
  - Teaching Math and Science Through Literature
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- Technology skills include Power Point, Skills Tutor, Reading Naturally, Publisher, Excel, Polycom, and computer generated grade book for parents and students
  - Literature Circles in the classroom K-12
  - Member of Analytic Writing Committee focusing on 6-trait writing
  - Team Lead for NASA Explorer Schools Program
  - Substitute teacher for building administrator
  - Site Based Council Member 2006-2009
  - Science Curriculum Committee 2007-2008
  - Standards Based Report Card Committee
  - Lead and direct Healthy Schools Initiative-site based
  - Assessment Coordinator-site based
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### **SCHOLARSHIPS**

Selected by District and Center of Economic Education to participate in Alaska Economic Education Leadership Institute, University Alaska, Anchorage, AK 2002-2004

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### **HIGHER EDUCATION EXPERIENCE**

- Assistant to the Center for Economic Education, Anchorage, Alaska, 2005-present. Adjunct for professional development courses in the area of economic education for teachers on the Kenai Peninsula.
  - Development of Inquiry-Based Science Training for Teachers-School wide. 2006
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### **AFFILIATES**

- Member of Kappa Delta Pi-International Honor Society in Education
  - Member Association of Supervision and Curriculum Development
  - Member Foundation for Teaching Economics Professional Teachers Association
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**John D. Hersrud**  
**Juneau Alaska, 99801**

**Objective** Seeking an educational leadership position.

**Personal** Born in Rapid City, SD, and raised in Montana.  
Lived in Alaska past 18 years. Hobbies: camping, fishing, sports, music, flying.

**Education**

Black Hills State University, Spearfish, South Dakota **B.S., Education/Mathematics, 1987**

University of Alaska Anchorage **M.S. Educational Leadership, 2002**

Non-degree graduate courses: **Improving Student Achievement Through Teacher Observation and Coaching, Quality Schools Model, Outcome Based Education & Mastery Learning, Collaborative Teaching, Arctic Climate Modeling Science Program, Six Traits of Writing, Reading Edge, Success for All Reading, Graphing Calculators & Application, Performance Assessment & Standards, Teaching Gifted Students in the 21<sup>st</sup> Century, Mathematical/Science Modeling, Integrating Mathematics and Computer Technology, Talents Unlimited, Control/Choice Theory, Multiple Intelligences, Integrating the Curriculum, Norton Sound Suicide prevention, Family support team in-service I & II, Educational Psychology, Facilitating group dynamics.**

**Certificates** State of Alaska, **Type A, 7-12 Mathematics/Coaching**  
State of Alaska, **Type B, K-12 Principal**

**Experience**

**2008-2009 Juneau High School** – Member of the four professional CHOICE program (Choosing Healthy Options in Cooperative Education) for at risk students.

**2006-2007 Mathematics/Health/Physiology teacher, Nome Public Schools** (one year position)

- Taught pre-algebra and algebra, health, physiology. 5<sup>th</sup>/6<sup>th</sup> grade girls' basketball coach.

**2000-2006, Assistant Principal, Shishmaref Elementary and High School (195 students)**

- Member of the Bering Straits School District Principal/Assistant **leadership team** (1700 students)
- Assisted in developing **school improvement** plans.
- Led School report card **data analysis** in regards to NCLB.
- Extensive experience with all state **performance standards, GLE's, benchmarks**
- Served as member of 15-person team on the Bering Straits School District **Strategic Planning Core Committee**. This group was tasked with creating and carrying out a **5-year strategic plan** for the District curriculum.
- Family **support team facilitator** working directly with teachers, community, parent liason, special education department, district office, and Success for All reading program.

- Handled variety of assignments: Solutions Team Facilitator, Guidance and Career Counselor, Student Disciplinarian. Modified district/school curriculum to meet student needs.
- As **activities coordinator**, coordinate-supervise all academic/community/athletic activities
- Assisted in administering four **standardized tests** each year.
- Chaired the six-person Bering Straits School District **Math Curriculum Committee** which organized and adopted the math curriculum to meet **Alaska State standards**.
- **Administrative leadership** in-service before and during each school year.
- Led teacher in-service and implementation of **federal programs**. Attended and led local **AEC meetings**.

**1991 – 2000. Mathematics Teacher and Career counselor, Bering Straits School District, Shishmaref, Alaska.**

- Assigned to the Shishmaref school consisting of 195 k-12 students
- Integrated the Math/Science/Industrial arts curriculum
- Taught six classes daily of pre-algebra through pre-calculus. Develop standardized units Administered and evaluated performance tests. Taught biology on selected years.
- Counseling students on scholarships, career goal setting, analyzing various occupations, preparing portfolios and resume writing.
- Coached boys' basketball, compiling 202 wins, created website for fundraising.

**1994-1996 College Mathematics Tutor, UAF - Chukchi campus.**

- On a part time basis, tutored adult college math students.

**1990-1991 Mathematics Teacher, Colstrip High School, Colstrip, Montana.**

- Taught algebra and calculus courses.

**1987 – 1990 Mathematics/Computer Teacher, Custer High School, Custer, Montana.**

- Taught pre-algebra through calculus classes. Also taught basic computer techniques: word processing, database, spread sheets.

**REFERENCES ON FILE WITH KPBSD**