

# Carol J. Schaeffer

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P.O. Box 1187 • Kotzebue, AK 99752 • (907) 442-3472 ext. 242 • [bschaeffer@nwarctic.org](mailto:bschaeffer@nwarctic.org)

**Education**                      1978                      Kotzebue High School                      Kotzebue, Alaska  
**High School Diploma**

- Continuing courses in computers, personnel law, Business English.
- Proficient in Microsoft Office, Microsoft Excel, Microsoft Publisher, Microsoft Windows, word processing, use both Gateway and Macintosh computers.

**Awards received**                      Northwest Arctic Education Association Friend of Education, 1992  
Northwest Arctic Borough School District Employee of the Month, 1997

**Interests and activities**                      Enjoy reading, crocheting, softball, bowling, volunteering for different organizations.

**Work experience**                      2000 - Present                      Northwest Arctic Borough School District  
Kotzebue, Alaska

**Director of Personnel**

Plan, coordinate and supervise the operation of the personnel affairs in such a way as to enhance the morale of school district personnel and to promote the overall efficiency of the school system.

1987 - 2000                      Northwest Arctic Borough School District  
Kotzebue, Alaska

**Secretary to the Superintendent / School Board**

Assisted and relieved administrative supervisor of paperwork and impediments so that he may devote maximum attention to the central problems of education and educational administration.

1982 - 1987 Northwest Arctic Borough School District  
Kotzebue, Alaska

**Print Shop Technician**

Assisted in production of all printed materials.

**Volunteer  
experience**

NWABSD Pre-K Curriculum Committee member 1987 – 1989  
Goals 2000 Selection Committee – 1997  
Chukchi Regional Council Member 1989 – 1995  
Kikiktagruk Lioness Club Member and Officer 1986 – 1990  
Kotzebue Parent Teacher Association Officer 1987 – 1999  
Alaska Parent Teacher Association Board of Directors 1991 – 1999  
Battle of the Books Coach 1996 – 1997  
Battle of the Books District Coordinator 1999 – 2000

Continue to volunteer with school and community activities. Have served on numerous local, district and statewide committees.

**References**

Mr. Jerry Covey  
2070 Courage Circle  
Anchorage, AK 99507  
(907) 522-4558

Mr. Michael Dunleavy  
P.O. Box 51  
Kotzebue, AK 99752  
(907) 442-3472 ext. 233

Ms. Doni Newell  
P.O. Box 51  
Kotzebue, AK 99752  
(907) 442-3472 ext. 451

Mr. Richard Blair  
7901 Linda Lane  
Anchorage, AK 99518  
(907) 748-6527

Ms. Paula Pawlowski  
3300 Balchen Dr.  
Anchorage, AK 99517  
(907) 245-1301

**LOUIS PONDOLFINO**  
**PO Box 112942**  
**Anchorage, AK 99511**  
**(907) 742-8123**

**Degrees:**

Master of Arts in Teaching, University of Alaska, Anchorage 1991  
Bachelor of Arts, English Literary Studies, Davis and Elkins College 1982

**Certificate/License:**

Type B Administrative K-12, State of Alaska

**Work Experience:**

**July 2004 to present:** Principal, Robert Service High School  
Anchorage School District  
**July 2001 to June 2004:** Assistant Principal, East Anchorage High School  
Anchorage School District  
**August 1997 to June 2001:** Language Arts Teacher, Goldenview Middle School  
Anchorage School District  
**August 1994 to June 1997:** English and History Teacher, Polaris K-12 School  
Anchorage School District  
**August 1991 to June 1994:** Language Arts Teacher, Gruening Middle School  
Anchorage School District  
**May 1982 to August 1991:** Carpenter, Carpenter's Apprentice, Laborer  
Nome, Anchorage, Seward, Alaska

**Active Professional Memberships:**

Anchorage Principals Association  
Vice President, 2007 to present  
Legislative Action Committee Member 2005 to present  
National Association of Secondary School Principals  
Alaska Association of Secondary School Principals

**Recognitions:**

Region IV High School Principal of the Year, 2006-07  
Patriotic Employer, 2008 (Alaska National Guard and Reserve Force)  
Anchorage Daily News Best of Alaska Principal Category: Platinum Award 2007 and  
2008

**References:**

Carol Comeau, Superintendent of Schools, Anchorage School District  
(comeau\_carol@asdk12.org)  
Carol Kane, Executive Director, Alaska Association of Secondary School Principals  
(aassp@alaskaprincipal.org)  
Michael Graham, East High School Principal, Past Alaska State Principal of the Year  
(graham\_michael@asdk12.org)

Black  
Teaching

NTT/teaching/085



# Linda Lee Gillam Black

## Educational Preparation

- 1982 Doctor of Education, Administration and Curriculum, University of Southern California, Los Angeles, CA
- 1971 Master of Arts, Early Childhood Education Washington State University, Pullman, Washington
- 1969 Bachelor of Science, Psychology Lewis and Clark College Portland, Oregon
- 1965 Honors Graduate East Anchorage High School, Anchorage, Alaska

Certification Expires November 13, 2006  
 Type A Elementary Teacher # 4002181  
 Type B Administrative K-12 Principal, Superintendent # 4002182

## Educational Experience

- 2004 – Present **Assistant Professor of Education** Alaska Pacific University
- 1992 – 2004 **Principal College Gate Elementary School** Anchorage School District
  - Revitalize Resolving Conflict Creatively 1992-2004
  - Resolving Conflict Creatively Instructor 1995-2004
  - School-wide Writing Initiative 1995-2004
  - Data Driven Instruction Initiative 1996-2004
  - School-wide Reading Initiative 1998-2004
  - School-wide Cooperative Learning Initiative 1998-2004
  - Cooperative Learning Instructor 1998-2004
  - Cooperative Learning Strategies 1998-2004
  - Cooperative Learning in Writing
- 1987 - 1992 **Principal Mountain View Elementary School** Anchorage School District
  - Community Collaboration to Develop Student
    - Code of Conduct 1987
    - School Climate 1988
    - Instructional Strategies Initiative 1989
      - Skillstreaming Instructor, 1 credit
      - Curriculum Alignment Instructor, 1 credit
    - School-wide Home Visits 1990-1992
    - Peer Coaching Cooperative 1990
      - Project APU/UAA
    - Multicultural Gifted Pilot 1991
- 1984 -1987 **Principal Williwaw Elementary School** Anchorage School District
  - At Risk Underachieving Student Initiative 1986-1987
  - Reading and Math Initiative 1987
- 1983-1984 **Administrative Intern, Homestead Elem** Anchorage School District
- 1981-1983 **Director, Instructional Support Programs** Anchorage School District
  - Conducted Community Policy Planning Seminars
    - Transportation 1981
    - Effective Schooling 1982
    - Attendance and Discipline 1983
    - Senior High School Reform 1984
  - Instructor Effective Schooling 2 credit Seminar

Steering Committee	1991-1998
Anchorage Principals' Association	1983-2004
Executive Committee	1992 – 1994, 2002-2004
President	1993
Negotiations Table Team	2000-2001
Treasurer	2002-2004
Resolving Conflict Creatively Trainer	1995 – Present
Municipality of Anchorage-Anchorage School District	
Safe Schools Task Force Member	1995
Municipality of Anchorage-Anchorage School District	
Committee on Truancy and Absenteeism	1995-1996
Cooperative Learning Trainer Providing School Based Classes	1998 – Present
Structural Approach to Cooperative Learning, 2 credits	
Cooperative Learning for Principals Instructor	Spring 2002
Anchorage Council of PTAs Principal of the Year Runner-Up	1999
Anchorage School District	
Chairman, Community Planning on Absenteeism	1982
Chairman, Effective Schooling Community Planning	1982-83
Chairman, Transportation Community Planning	1982
Superintendent Interview Committee Staff Representative	1993
Superintendent Leadership Team	1993
Mentor for New Principals	1996-2004
Research Review Committee	2002-2004
Library Advisory Committee	2001-2004
Teacher Evaluation Process Review Committee	2002
East Area Principal's Instructional Committee Representatie	2001-2004
Data Driven Instruction for Principals Trainer	August 2002
Alaska Principal Team Lobby State Legislature for Educational Funding	April 2003
Anchorage City Wide Executive Exchange	2002-2003
Blood Donor	2001-Present

### **Training and Workshop Participant**

Larson Math Computer Assisted Instruction Training	January 2004
Developmental Reading Assessment Principal Training	October 2003
New Teacher Induction Team Training	April 2003
Transforming Classroom Grading Principal Book Group Leader	Spring 2003
Second Language Learners Workshop	March 2003
Handling Disruptive Behavior Workshop	January 2003
Reading Training for Principals	January 2003
Data Driven Instruction using Excel	January 2003
Taking Assets from Awareness to Action Conference	November 2002
Leadership Institute	October 2002

## Professional References

### Current Reference List

Carol Comeau, Superintendent of Schools

Anchorage School District

P.O. Box 196614, Anchorage, Alaska 99519-6614

(907) 742-4312 Fax (907) 742-4318

Patricia McRae, Executive Director of Elementary Education

Anchorage School District

P.O. Box 196614, Anchorage, Alaska 99519-6614

(907) 742-4254 Fax (907) 742-4251

Eunice Long, Elementary Supervisor

Anchorage School District

P.O. Box 196614, Anchorage, Alaska 99519-6614

(907) 742-4242 Fax (907) 742-4251

### 1994 National Distinguished Principal Supporting Documents Available upon request

Personal Position Statements: Linda L. Black

#### Recommendations

Carol Comeau, Executive Director of Elementary Education

Carol Stolpe, Anchorage School Board

Susan Moore, Principal Denali Elementary School

Roger McCommon, Teacher

Sylvia Brown, Mountain View Elementary School PTA President

George Lyle, College Gate PTA President and Executive Board