Jamie S. Burgess, M.S., M.Ed.

[redacted]

SUMMARY OF QUALIFICATIONS

Education leader with exceptional communication and organizational skills. Sixteen years of experience working with federal programs, curriculum development, credit recovery programs and online learning; including ten years of classroom experience as a teacher leader.

- Thorough knowledge of K-12 curriculum development including Response to Intervention
- Experience with federal grants and programs, including Title I, Migrant Education, and Pre-Kindergarten
- Expertise in analyzing and interpreting data from assessments and other sources
- Development and management of large site/district budgets
- Extensive knowledge of online learning models, procedures, technology and courseware
- Knowledge of effective teaching and learning processes and interventions
- Develops solutions for challenges involved in working in diverse communities such as those with high levels of poverty, rural and suburban, primarily minority, and those with significant number of English Learners
- Manage, evaluate and motivate a professional staff with diverse job functions
- Facilitate group processes in consensus building, planning and decision-making at both the site and district level involving leadership, faculty & staff, community members and school board members
- Project management skills combined with strong teamwork and interpersonal skills

EDUCATION

Brandman University, Irvine, CA/Arizona State University — February 2019
Superintendent Certification

Concordia University, Portland, OR — December 2014
Master of Education in Curriculum & Instruction – eLearning Focus

Arizona State University, Phoenix, AZ — December 2009
Educational Leadership Program with Principal Certification

University of Great Falls, Great Falls, MT — May 2003
Secondary Education Program with Teacher Certification

University of Colorado, Denver, CO — December 1998
Master of Science in Biochemistry

Metropolitan State University, Denver, CO — December 1993
Bachelor of Science in Biology – Cum Laude

CERTIFICATIONS & TRAINING

- Arizona Standard Secondary Certificate – Biology & Chemistry
- Arizona Principal & Superintendent Certificate
- Alaska Type B Principal Certificate & Superintendent Endorsement
- Training in Kagan Structures and Kagan Leadership Institute
- Marzano Evaluation Framework (Teacher, School Leader, District Leader)
- Qualified Evaluator Training through Arizona School Boards Association
- McRel Balanced Leadership Training
- Measuring What Matters Protocol Training
- Advanced Placement Training via College Board

PROFESSIONAL EXPERIENCE

Nome Public Schools, Nome, AK

Superintendent 2019-present

- Oversee development of district-wide budget ($14M General Funds, $1M Grant Funds)
- Work with district leadership team and school administrative teams to ensure effective operations at the district and school level and to ensure district initiatives are on-track
- Interface with a variety of community partners including tribal organizations, City Council, non-profits, and others to support education
- Responsible for district-wide professional development planning and coordinate with site leadership for site-based professional development
- Oversee contract negotiations with certified and classified employee associations
- Oversee preparations for upcoming district construction projects, including coordination of work with appropriate city and state officials; currently working on teacher housing project
- Prepare hiring plan and oversee hiring of certified staff, including administrators, for the upcoming school year; oversee employee discipline, administrator support and evaluation
- Work with elementary school principal for development of school improvement plan and professional development plan for upcoming school year, to include launch of Professional Learning Community model
- Ensure effective, clear and frequent communication with School Board President and School Board members
- Oversee district CRESEL grant; including social-emotional learning standards and integration of SEL activities into teacher instruction

Director of Federal Programs, Instruction & Accountability 2016-2019

- Member of district leadership team; acting superintendent as needed
- Oversee all district federal grants & programs, including Title I-A, Title II-A, Migrant Education, Indian Education, and Pre-K. Manage budgets and prepare required reports.
- Responsible for all district testing, including DIBELS, MAP, ELL, NAEP and state assessments; includes training staff for test administration and interpretation of reports.

Provide site personnel and leadership training and presentations in use of data to inform instruction and develop site/district improvement programs

- Manage district pre-K program, including hiring/evaluation of pre-K teachers, curriculum development and professional development. Work with district pre-K partners (Head Start and private preschool) to coordinate operations, personnel and curriculum.
- Oversee district program for ELL/LEP students, including state/federal reporting & testing, and providing support/training for intervention teachers

Yupiit School District, Akiachak, AK 2015-2016

Director of Curriculum, Instruction & Assessment

- Member of Senior Management team; assist in developing district-wide policies and procedures
- Develop pacing guides for K-6 reading and math programs, develop curriculum maps for secondary courses and K-6 science
- Design and implement textbook & curriculum resource inventory management program
- Lead district-wide Response to Intervention Committee and provide RTI-related professional development for staff
- Plan and implement district-wide inservice and professional development opportunities based on district strategic plan and teacher-identified needs
- Oversee all state-mandated employee training
- Oversee all state-mandated standardized testing and district benchmark testing
- Supervise Limited English Proficient and Yup'ik Program Specialists
- Trained in Marzano Evaluation Framework for Teachers, School Leaders and District Leaders

Agua Fria Union High School District, Avondale, AZ

Non-Traditional Education Programs Coordinator/Coldwater Academy Principal 2013-2015

- Initiate development of new online learning program (AFOnline) for district, including research on policy, curriculum and teacher training
- Oversee day-to-day operations of small alternative school for at-risk students, including building operations, hiring/evaluation of staff, student discipline, assessment, professional development and curriculum development/evaluation
- Oversee day-to-day operations of site-based (four high schools) credit recovery programs
- Summer School program oversight part of position responsibilities; added Assistant Principal position for Summer School as part of district leadership development program – hired and mentored Summer School AP for 3 years

Summer School Principal 2011-2015

- Grow summer school program from 150 students to over 400; added programs for incoming freshmen for reading and gifted/talented; added online credit recovery component
- Hire, train and oversee 20 summer school mentor teachers and support staff
- Collaborate with Teach For America staff to train 70-90 pre-service teachers each summer

- Implement use of district Student Information System for summer program enrollment and gradebook
- Handle discipline and attendance; coordinate facilities usage; oversee IEP/504 plan distribution and adherence
- Oversee enrollment and create master schedule and class schedules
- Implement district summer graduation ceremony

Career Ladder Peer Evaluator, Verrado High School 2008-2013

- Oversee 15 teachers participating in professional enhancement program with focus on increasing student achievement and professional skills and knowledge
- Assist in increasing total program participation to over 30 participants
- Provide mentoring to participants regarding design of units, planning of lessons and assessments, and classroom observation and feedback

Instructional Leader/Department Chair/Chemistry Instructor, Verrado 2006-2013

- Participate in development & implementation of new teacher evaluation framework
- Technology leader – implement flipped classroom model; online homework program, integration of technology into lessons on regular basis – provide modeling and instruction for staff members through Professional Development and informal mentoring
- Responsible for development and implementation of district-wide chemical safety, storage and disposal procedures; saved district $5,000 in disposal fees for chemicals
- Instructional/House Leader for 10 teachers in various departments – plan and implement weekly staff development meeting with house, other various leadership responsibilities
- Member of Site Council, Budget Advisory Committee, Bond Advisory Committee, Advanced Placement Evaluation Team
- Member of Instructional Leader Team responsible for implementing school-wide programs and policies in accordance with site vision and change initiatives
- Developed common End Of Course Assessments for General Chemistry and Honors Chemistry, prepared course proposals for new district courses Environmental Science, Honors Biotechnology, and Forensic Science, including curriculum maps, equipment/supply start-up budgets, and suggested laboratory resources
- Teach General, Honors and Advanced Placement Chemistry, Honors Biotechnology

Chemistry Instructor, Millennium High School 2003-2006

- Taught Advanced Placement Chemistry, General Chemistry and Integrated Science
- Dual-Enrollment Instructor for Advanced Placement Chemistry at Millennium/Estrella Mountain Community College
- Developed curriculum maps for General Chemistry and Honors Chemistry, assisted with map for Integrated Science
- Maintained school website and served as school website trainer for teacher and staff
- Coach Speech & Debate Team (2 years) – attended 6-7 tournaments per season