

Andrea Townsend
SUPERINTENDENT (000100054 Super 121813)

ajtownsend3@email.com
(937) 760-9119

PERSONAL INFORMATION

Contact Information

First Name	Andrea	Last Name	Townsend
Middle Name	Jean	Email	ajtownsend3@email.com
Primary Phone	937-760-9119	Alternate Phone	
Preferred Contact Method	Phone		

Address

Street	4249 Dobbin Cir	City	Dayton
State	Ohio	Zip Code	45424

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Ethnicity	Not Hispanic/Latino	American Indian or Alaska Native	No
Asian	No	Black or African American	No
Native Hawaiian or Other Pacific Islander	No	White	Yes

CERTIFICATION

Certification Information #1

Certification Area	Ed Leadership	Certification Area Type	Professional Certification
Grade Level	All Grades	Certification State	Florida

Certification Information #2

Certification Area	Elementary Ed K-6	Certification Area Type	Professional Certification
Grade Level	K-6	Certification State	Florida

Certification Information #3

Certification Area	School Principal	Certification Area Type	Professional Certification
Grade Level	All Grades	Certification State	Florida

Certification Information #4

Certification Area	Ed Leadership	Certification Area Type	Professional Certification
Grade Level	All Grades	Certification State	Ohio

Certification Information #5

Certification Area	Ed Leadership	Certification Area Type	Professional Certification
Grade Level	All Grades	Certification State	Maryland

ADDITIONAL CERTIFICATION AREAS

Certification Area	Reading
Details	Reading - Required under Maryland Law
Certification State	Maryland

Computer Skills

Years of Experience	20	Keyboarding Words Per Minute	100
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Word Processing	Yes	Spreadsheets	Yes
Database	Yes	Web / Internet Browser	Yes
E-mail	Yes	Graphics	Yes
Microsoft Windows	Yes	Apple Macintosh	Yes

EMPLOYMENT HISTORY**Present Position**

Present Title	Director	Name of Employer	Springfield City School District
Start Date	07/01/2012	Supervisor Name	David Estrop
Supervisor Phone Number	937-505-4131		

Duties and Responsibilities

Director (Middle Schools, Elementary Education, Student Services, Online Program, Curriculum and Instruction, Alternative Education, Gifted, IB) – K-12 – Manage Athletics, Instruction, College and Career readiness program, Problem Based Learning, professional development, data, elementary and middle school programs, grants and fundraising, Student Services, College and Career Ready. Implemented the new on-line program and revamped Alternative Education, developed a district wide behavior plan and the guidelines for suspensions/expulsions. Conduct multiple professional development activities; work with SINI schools to improve programs with the state team to build capacity within the buildings. Rewriting and developing curriculum to meet the rigor and relevance to prepare our student to be college and career ready. Serve on multiple district committees in order to coordinate our efforts in our blended learning model, and student choice. Interim Superintendent as needed. Conduct multiple community forums and job fairs to select quality candidates. Member of Superintendent's Cabinet. Organized multiple programs in order to have consistency K-12 and increase student achievement.

Reasons for Leaving I am still employed. I am seeking a position as a Superintendent.

May we Contact this Employer No

Experience in Education #1

From (mm/yyyy)	07/2010	To (mm/yyyy)	07/2012
Employer Name	National Heritage Academies	Assignment	Principal/Superintendent
Reason For Leaving	Wanted to return to a public district	Supervisor Name	
Supervisor Phone Number	877-223-6402?		

Duties and Responsibilities

Principal/Superintendent – Grades K-8 - Manage faculty, professional development, Title I budget, school budget, grant and fundraising, curriculum development, data management, supervising students and staff, data driven leadership, Implemented Response to Intervention. Involved in several changes related to curriculum, differentiated instruction using data, instructional pedagogy, and school improvement. Worked with a cadre of teachers to develop curriculum calendars, model lessons, parent information, and instructional material. SPED and EMIS compliance. Implemented an after school program that includes transportation to meet the needs of our high-risk students.

- Implement changes that resulted in increases in student scores on benchmark assessments with a school average of 150% of our students showing growth
- Implemented a new school wide discipline plan that has decreased referrals by 90%
- Increased the use of technology in all classrooms, providing teachers with a new computer lab, ELMOS, laptops, and computerized software
- Implemented a system and provided staff development on data driven decision instruction in order to differentiate instruction.
- Trained teachers in a standard teaching model in order for them to understand the necessary parts of a lesson and how to deliver effective whole group instruction
- Trained teachers in 6 Trait Writing and ECR/BCR responses

May we Contact this Employer Yes

Experience in Education #2

From (mm/yyyy)	05/2007	To (mm/yyyy)	06/2010
Employer Name	Brevard County Public Schools	Assignment	Principal
Reason For Leaving	Moved to Ohio	Supervisor Name	Ron Bobay - Retired
Supervisor Phone Number	321-633-1000		

Duties and Responsibilities

Principal -Manage faculty, professional development, Title I budget, school budget, grants, fund raising curriculum development, data management, supervising students and staff, data driven leadership, PLC and RtI district committee member. Involved in several district teams related to curriculum and instruction, the District RtI model, and school improvement. Worked with a cadre of teachers to develop curriculum calendars, model lessons, parent information, and instructional materials in all content areas on Blackboard. Worked with several computer development companies to create the districts RtI data collection system. Conducted district level trainings on new software and data collection processes.

- Implement changes that resulted in increases in student scores on assessments as well as FCAT
- Nationally recognized Professional Learning Community school
- National Honors Society school

May we Contact this Employer **Yes**

Experience in Education #3

From (mm/yyyy)	06/2006	To (mm/yyyy)	06/2007
Employer Name	Catoonsville Educational Center	Assignment	Principal /Executive Board Member/ Director of Education
Reason For Leaving	Moved to Florida when my spouse retired	Supervisor Name	David Horn
Supervisor Phone Number	410-368-7803		

Duties and Responsibilities

- Grades 6-12 - Managed faculty, professional development, grants and fundraising, Title I budget, school budget, curriculum development, data management, supervising students and staff, IEP/504 chair. Networked computer systems and integrated new student information system, electronic grade book, high school scheduling, and IEPs into one system. Ran a program with students that taught them how to refurbish computers and donated them to community.

- Implemented the school's first School Improvement Team
- Developed a new Positive Behavior Intervention Model
- Created a new vocational program to meet the needs of the students
- Chaired the IEP/504 team that brought the entire school into legal compliance

May we Contact this Employer **Yes**

Work Experience #1

Employed from (mm/yyyy)	10/2002	Employed to (mm/yyyy)	05/2006
Employer	Carroll County Public Schools	Title	Assistant Principal
Reason For Leaving	Promotion	Supervisor Name	Cindy McCabe
Supervisor Phone Number	410-751-3000	Supervisor Email	

Duties and Responsibilities

Grades K-8 - Evaluating assigned staff, all technology upgrades, support, webpage and repairs, staff development, compile and evaluate data to drive quality instruction-developed a school, grade level based school improvement plan that directed impacted instructional improvement at the specific grade level.

- Conducted staff development county wide in technology, web page design, 6 Trait Writing, Science, Mathematics and reading which was delivered through various professional development activities for all 26 schools

May we Contact this Employer **Yes**

Work Experience #2

Employed from (mm/yyyy)	08/1998	Employed to (mm/yyyy)	02/2002
Employer	BCPS/HCPs/CCPS	Title	Teacher
Reason For Leaving	Promotion	Supervisor Name	
Supervisor Phone Number		Supervisor Email	

Duties and Responsibilities

Science Teacher, East Middle School - Developed digitized science curriculum grades 6-12 and assisted with the curriculum development in Pre-K-5th.

- **Phoenix Grant** – obtained grant and networked all the science classrooms in the district.
 - **Provided training and staff development with Smart boards, Ecologgers, and digitized curriculum**
 - **Staff development new curriculum and technology integration** – wrote grants to supply technology in all science classrooms
- Elementary, ESY teacher - Curriculum development in reading, writing, social studies, Principal Advisory Committee and School Improvement Team, and mentor teacher for Professional Development School.**

- **Developed county wide benchmark assessments and the template for students in need of interventions**
- **Provided staff development in the benchmark assessments as well as Gardner's Multiple Intelligence**

Experience Summary

Actual experience in a scholastic environment (with the exception of non-academic experience).

<i>Years of teaching experience</i>	4	<i>Years of student teaching experience</i>	0
<i>Years of administrative experience</i>	12		

EDUCATION

Secondary/High School Information

<i>School Attended</i>	Westlake High School	<i>City/State</i>	Westlake, Ohio
<i>Activities/Honors</i>			
<i>Degree</i>	High School Diploma or GED		

College/University/Vocational Institution #1

<i>Name of School</i>	Other: Walden	<i>Attended From (mm/yyyy)</i>	08/2009
<i>Attended To (mm/yyyy)</i>		<i>Degree</i>	Other: EdD
<i>Subject</i>	Educational Leadership		

College/University/Vocational Institution #2

<i>Name of School</i>	Other: McDaniel University	<i>Attended From (mm/yyyy)</i>	08/2000
<i>Attended To (mm/yyyy)</i>	05/2003	<i>Degree</i>	Master of Science
<i>Subject</i>	Educational Leadership		

College/University/Vocational Institution #3

<i>Name of School</i>	Other: Ohio Dominican	<i>Attended From (mm/yyyy)</i>	08/1994
<i>Attended To (mm/yyyy)</i>	05/1996	<i>Degree</i>	Bachelor of Arts
<i>Subject</i>	Elementary Ed		

Student Teaching #1

<i>Name of School</i>	<i>Subject</i>
<i>Grade</i>	<i>Semester</i>
<i>Year</i>	

REFERENCES

Monica Fee

<i>Title</i>	Coordinator	<i>Relationship</i>	Colleague
<i>Address</i>	3216 Bulah Dr.	<i>City</i>	Kettering
<i>State</i>	Ohio	<i>Zip</i>	45429
<i>Email</i>	moi1970_moi1970@yahoo.com	<i>Phone</i>	937-238-7331
<i>From</i>	05/2007	<i>To</i>	present

David Horn

<i>Title</i>	Director	<i>Relationship</i>	Supervisor
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Address	605 S Chapel Gate Lane	City	Baltimore
State	Maryland	Zip	21229
Email	dhorn@dhhm.state.md.us	Phone	410-368-7803
From	05/2006	To	06/2007
Reference Letter	DH Reference letter.docx		

DISTRICT QUESTIONS

District Questions

Have you retired from any State of Florida administered retirement plan? You are considered retired if: 1) You have received any benefits under the FRS Pension Plan (including DROP). 2) You have taken any distribution (including a rollover) from the FRS Investment Plan, or alternative retirement programs offered by state universities (SUSORP), state community colleges (CCORP), state government (SMSOAP), or local governments.

No

If you have retired from a state of Florida administered retirement plan, is the effective date July 1, 2010 or later?

Yes

Have you previously been employed, other than a substitute teaching capacity, with the Flagler County School District?

No

If "Yes", please provide the dates of your previous employment with the District and your position.

Is any member of your immediate family employed by the school district of Flagler County? **No**

If "Yes", please provide the name of your family member, School/Dept where they worked, and Position Held.

Been investigated for misconduct related to your employment? **No**

If "Yes", please provide a detailed explanation.

Been arrested or charged (even if no contest or charges dropped or pled down) for a crime? **No**

If you answered "Yes" please provide details including the date of the charge, the court action, and the address of the court involved.

Are you currently under indictment or subject of any other pending legal proceeding for a criminal offense?

No

If "Yes", please provide details including the date of the charge, the court action, and the address of the court involved.

Are you under investigation by any local, county, state, federal, or international agency for any reason (including any violation of the Florida Code of Ethics)?

No

If yes, please provide a detailed explanation.

Been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect?

No

If yes, please provide a detailed explanation.

Had a report of child abuse or sexual activities involving a K-12 student or minor filed against you with a school district, a state or federal agency, a police agency, or in court?

No

If yes, please provide a detailed explanation.

Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct. Are there any pending adverse actions against you?

No

If yes, please provide a detailed explanation.

Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?

No

If yes, please provide a detailed explanation.

Have you surrendered a professional license of any kind before its expiration?

No

If yes, please provide a detailed explanation.

Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?

No

If yes, please provide a detailed explanation.

Have you ever been suspended, terminated, non-reappointed, released during a probationary period or resigned in lieu of termination or non-reappointment from an educational institution, the State of Florida, or any other employer/organization including the military?

No

If yes, please provide a detailed explanation.

Have you ever been placed on leave by your employer or left such employment prior to the end of the contract term due to any reason other than the Family Medical Leave Act or a physical disability?

No

If yes, please provide a detailed explanation.

Is your physical/mental health condition such that you can fulfill the essential job functions of the position for which you are applying (either with or without reasonable accommodations)?

Yes

Are you considered a "High Risk" offender, according to Senate Bill 988?

No

If you answered YES to the question above, please explain in the space provided, including the date of your last conviction.

Have you ever had any record sealed or expunged in which you were convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or pled guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation)? Failure to answer this question accurately could result in dismissal from employment. A YES or NO is required by Florida Law.

No

If Yes, you must specify the City Where Arrested, State, Date of Arrest, Charge(s), and Disposition(s). Please NOTE: Sealed or expunged records must be reported pursuant ss. 943.0585 and 943.059, FS. However, the existence of such records will not be disclosed nor made part of your certification file which is public record.

Have you ever been convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or pled guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation)? Failure to answer this question accurately could result in dismissal from employment. A YES or NO is required by Florida Law.

No

If Yes, you must specify the city where arrested, state, date of arrest, charge(s), and disposition(s)

Are you a veteran as defined by s. 295.07, Florida Statutes?

No

Are you claiming Veteran's Preference? If yes, a DD214 must be submitted under attachments.

No

If you are claiming Veteran's Preference, please indicate the provision under which you qualify.

Provision 1 – A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America.

Provision 2 – A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.

Provision 3 – Receipt of any Armed Forces Expeditionary Medal is qualifying for veterans' preference.

Provision 4– The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.

Provision 5 – The unremarried widow or widower of a veteran who died of a service-connected disability.

If you state that you were "A veteran of any war...", please indicate the war, according to these options:

Korean Conflict: June 27, 1950 to January 31, 1955

Vietnam Era: February 28, 1961 to May 7, 1975

Persian Gulf War: August 2, 1990 to January 2, 1992

Operation Enduring Freedom: October 7, 2001 to date to be determined

Operation Iraqi Freedom: March 19, 2003 to date to be determined

TEACHER/CERTIFIED QUESTIONS

Teacher/Certified Questions

Have you ever had a teaching certificate revoked, suspended or placed on probation by any state Department of Education?

No

If "yes", please provide details including state, dates, and action(s) taken or pending.

ATTACHMENTS

Attachment

Certification
(Recommended)

[florida certificate 2016.PDF](#)

Transcripts (Required)

[Unofficial Transcript walden.docx](#)

DISCLAIMERS AND AFFIRMATION

District Policy

The Flagler County School District strives for a balanced, productive workforce, that is diverse in terms of age, gender, and cultural identity. We do not base hiring or promotional decisions on factors other than performance and professional growth potential.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by Flagler County School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services. I understand that references may be contacted as soon as I submit an application. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference.

I understand that I will be required to take a drug test and that some positions in the district require a physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information.

Job Title: SUPERINTENDENT

Candidate: Andrea Townsend

<i>I agree to the terms above</i>	Affirm
<i>Initials</i>	ajt
<i>Affirmation Date</i>	12/26/2013

State of Florida Department of Education

PROFESSIONAL EDUCATOR'S CERTIFICATE

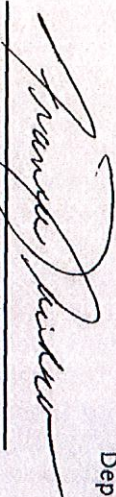
This Certifies That

ANDREA TOWNSEND


*Has satisfactorily completed all requirements of Florida Statutes and
State Board of Education Rules for the coverages or endorsements listed below:*

EDUCATIONAL LEADERSHIP / (ALL LEVELS)
ELEMENTARY EDUCATION / (GRADES K - 6)
SCHOOL PRINCIPAL / (ALL LEVELS)

July 01, 2011 - June 30, 2016
Department of Education Number 1050912


Dr. Frances Haithcock
Chancellor, K-12 Public Schools




Dr. Eric J. Smith
Commissioner of Education

March 07, 2011