

Resume Synopsis

**James F. Rickley**

900 Valley Road A-202  
Melrose Park, PA 19027  
1.775.296.1756  
james@waywordbound.com

**OBJECTIVE:**

District Administration

**PROFESSIONAL EXPERIENCE:**

**Lander County School District**

**Battle Mountain, NV**

Assistant Superintendent

Testing Director, Assessment Director [Summative and Formative], Data Analyst, Facilitator of School and District Improvement Teams, Staff Trainer in Curriculum Integration, WebMaster, Director of Student Information System, Implemented Transition into PowerSchool Platform, Director of Curriculum and Instruction, Negotiations Team, Evaluation Developer, Director of English as a Second Language Materials and Program, Incorporated Effective Schools and Professional Learning Communities Movements into Overall Program

Principal, Austin Schools

K-12 Program, Implemented Four Day School Week Model

**White Pine County School District**

**Ely, NV**

Principal, Lund Schools

K-12 Program, Executed Planning and Construction of New Facility [High Technology School, Student to Computer Ratio – 1 student:1.5 computers], Equity of Access Philosophy, Director of Career Pathways Program with K-12 Public Presentations of Portfolios

**Blue Ridge Area School District**

**New Milford, PA**

Principal, Blue Ridge Middle School

Grades 6-8 Facility with Integrated Teams and Curriculum

**Sayre Area School District**

**Sayre, PA**

Principal, Sayre Area Junior-Senior High School

Assistant Principal, Sayre Area Junior-Senior High School

Developed School within a School Model for Middle Level Students, School Board Committee on Policy Development

**Upper Moreland School District**

**Willow Grove, PA**

Teacher

Music, Fine Arts, Grades 3-12, Vocal Ensembles, Orchestra, Strings, Handbell Choir, Guitar, Musicals, Plays, Newspaper

**Pleasantville United Church of Christ**

**Chalfont, PA**

Director of Music and Fine Arts

Denominational Developer of Arts Curriculum, Director of Music, Organist

**Manhattan School of Music**

**New York, NY**

Dean of Students, Downeast Chamber Music Program, Castine, Maine

**Blue Mountain Area School District**

**Orwigsburg, PA**

Teacher

Music Director Grades 2-4 and 9-12, Vocal Ensembles, String Program

# James F. Rickley

## **EDUCATION:**

**University of Nevada, Reno**

**Reno, NV**

Doctoral Program, Educational Administration

**Temple University**

**Philadelphia, PA**

Doctoral Program, Educational Administration

**Temple University, Boyer College of Music**

Master of Music Education

Composition Studies with Vincent Persichetti, George Rochberg, Clifford Taylor, Barbara Kolb, Music Education Studies with Edward Gordon, Music Theater Studies with Art Frank

**University of Cincinnati, College-Conservatory of Music**

**Cincinnati, OH**

Bachelor of Science, Music Education

Conducting Studies with Elmer Thomas, Maurice Jones

Bachelor of Music, Composition

Composition Studies with T. Scott Huston, Jenő Takács, Paul Polombo; Piano Studies with Jeanne Kirstien

**University of Cincinnati, College of Design, Architecture and Art**

Design Studies with John Peterson, Art History with Edward Heavenrich

**Neshaminy High School**

**Langhorne, PA**

Diploma

Student Service Award, National Humanities Program

## **PUBLICATIONS:**

Music Theory for the Blind and Visually Impaired, co-authored with Barbara Kolb for the Library of Congress, Washington, DC

To Come To A Place That Is Still [Orchestra], Journey Through [Orchestra], To Join In The Song [Clarinet Ensemble], Seesaw Music Publishers, NY; Also in Edwin A. Fleisher Collection of the Free Library of Philadelphia

## **ACTIVITIES;**

Licensed Trainer – Orff and Kodaly Educational Systems; About Learning: 4-MAT Instructional Model

Long Range Planning Emphasis – 20 Year Plan for Schuylkill County Council for the Arts, 5 Year Program Design for Arts Expansion and Integration Blue Mountain High School, Pennsylvania State Accreditation Committee, 5 Year 21<sup>st</sup> Century Technology Design for Strategic Plan Sayre Area School District, 5 Year Design and Construction Program Lund Schools, InterMedia Committee Public Broadcasting Review Cincinnati Public Schools, Bradford County Development Planning Committee

Clinician – The Arts and Their Financial Asset to Local Business; Organization and Training of the Handbell Choir; Liturgical Dance; Contemporary Music and Notation; Pennsylvania Chapter V Curriculum Re-Structuring; Instructional Model; Educational Objectives and Their Construction; Technology in Education: The Frontier; Clinical Supervision Model of Instruction

Director – Schuylkill County Council for the Arts, Schuylkill County Community Chorus, New Jersey Opera, Various Stage Productions [Plays, Musicals, Operas, Operettas, Masques, Dance]

Conductor – Blue Mountain Choral Society, Schuylkill County Community Chorus, Southeast Pennsylvania Festival Chorus, Holiday Festival Messiah Sing-In, New Jersey Opera Society

Writer – New and Revised Dramatic Productions: JOB, LIAR!; DRACULA; ANYTHING GOES; LI'L ABNER

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## **Organization Experience**

### Founded:

- Centennial Lyric Players of the College-Conservatory of Music at the University of Cincinnati
- Campus Council of Religious Leaders, Cincinnati
- Blue Mountain Choral Society of Schuylkill County, Pa.
- Schuylkill County Community Chorus, Inc.
- Schuylkill County Community Chorus Singers
- Schuylkill County Music Educators' Association
- Schuylkill County Boys' Choir
- Schuylkill County Council for the Arts, Inc.[A federation of approx. 35 independent arts and ethnic organizations housed at the Yeungling Estate in Pottsville, Pa.]
- Symphony Guild of Schuylkill County
- Blue Mountain High School Annual Arts Festival
- Schuylkill County Festival of the Arts
- Pleasantville Festival of the Arts, Bucks County, Pa.[10 day self-supporting church arts festival involving drama, dance, music, poetry, visual arts, film]
- Bonzo Theater Guild, Inc.

### Organized:

April 1974

January 1976

January 1976

- Schuylkill County Choral Festival 1974
- District IX Chorus Festival of the Pennsylvania Music Educators Association 1976
- District XI Chorus Festival of the Pennsylvania Music Educators Association 1989

## **Leadership Experience**

1968 - 1969

1969 - 1971

1968 - 1970

- President of the Centennial Lyric Players
- President of the Campus Council of Religious Leaders
- President of the Wesley Foundation of the University of Cincinnati
- President of the Schuylkill County Council for the Arts, Inc.
- President of the Schuylkill County Choral Directors' Association
- Chief Executive Officer, Opera Society of New Jersey
- Officer of the Schuylkill County Music Educators' Association
- Officer of the Bonzo Theater Guild, Inc.
- Member of the Campus Calendar Committee of the University of Cincinnati
- Member of the Intermedia Experiment at the University of Cincinnati
- Member of the St. David's Society of Schuylkill County
- Member of the Delaware Valley Composers Association
- Member of the American Guild of English Handbell Ringers
- Member of the American Guild of Organists
- Member of the Music Educators National Conference
- Member of the American Choral Directors Association
- Member of the Pennsylvania Music Educators Association
- Member of the National Schools Orchestra Association
- Member of the Cincinnati Composers' Guild
- Member National Education Association
- Member of the Pennsylvania State Education Association
- Member of the Association for Supervision and Curriculum Development
- Member of the Neshaminy-Warwick Arts Series Committee
- Member of the Bradford County Regional Planning Committee, Subcommittee on Technology Planning
- Member of National Association of Secondary School Principals
- Member of the Bradford County Principals Association

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- Building Representative for the Upper Moreland Education Association
- Advisor to the Cincinnati Public Schools in Electronic Media
- Advisor to the Cincinnati Public Schools in experimental teaching techniques
- Advisor to the Lehigh Valley Arts Alliance, Allentown, Pa. on organization structures and federation procedures
- Director of the program at Blue Mountain High School involving over 700 students [over 2/3 of the student body]: 320 voice choir, 60 voice choral ensemble, Women's Glee Club, Men's Glee Club, Arts Festival, Recorder Consort, Madrigal Singers, Ballet Advisor, Modern Dance Advisor, Barbershop Quartet
- Director for the Orwigsburg Bi-Centennial Celebration
- July 1977 - July 1984
  - Director of program at Pleasantville Church, Chalfont, Pa. including 5 vocal choirs, 7 handbell choirs, touring and outreach handbell programs, orchestra, recorder consort, brass choir, liturgical chancel dance ensemble, Festival of the Arts
  - Consultant for Programmed Learning Units for the Blind and Visually Handicapped produced by the Library of Congress
- July 1984 - July 1987
  - Director of Music, Melrose-Carmel Presbyterian Church, Melrose Park, Pa.
- July 1984 - July 1987
  - Assistant Organist at Saint Paul's English Lutheran Church, Philadelphia, Pa.
- July 1987 - July 1989
  - Director of Music, Redemption Lutheran Church, Philadelphia, Pa.
- July 1989 - July 1992
  - Organist, Vocal Coach, Neshaminy-Warwick Presbyterian Church, Hartsville, Pa.
- July 1992 - March 1994
  - Organist, Mt. Holly Presbyterian Church, Mt. Holly, NJ
- February 1998 - August 1999
  - Organist, Central United Methodist Church, Endicott, NY
  - Support/Mentor Teacher, Upper Moreland High School
  - Supervising Teacher for Student Teachers, University of the Arts
  - Peer Coach, Upper Moreland High School
  - Cooperative Learning in the classroom for 2 years, Upper Moreland Middle School
- March 1994 - November 1997
  - Assistant Principal, Sayre Area High School, Sayre, PA; Discipline, Student Accounting, Staff Supervision & Development, Strategic Planning, Technology Development, Development of 7th and 8th grade teaming in preparation for school-within-a-school middle school, Sayre School Board Committees on Policy, Curriculum, Technology, Athletics, Buildings and Grounds, Community Relations
- December 1997 - January 1998
  - Principal, Sayre Area Junior-Senior High School, Sayre, PA
- January 1998 - June 1999
  - Principal, Blue Ridge Middle School, New Milford, PA; Training in Differentiated Supervision, Instrumental Enrichment (Workshops with Dr. Reuven Feuerstein), IDEA 97, Technology/Curriculum Integration, Developmental Appropriate Practices, Instructional and Supervisory Model
- August 1999 – June 2004
  - Principal, Lund Schools, Lund, Nevada, White Pine County School District, Duties Involve Administrating K-12 School on Two Campuses, Building Project, Curriculum Mapping and Integration, Accreditation Pursuit and Self-evaluation, Career Pathways Program
  - Member of the Master Teacher Program UNR
- June 2004 – June 2010
  - Assistant Superintendent, Lander County School District, Facilitator School Improvement Process, Testing Director, WebMaster, Data Research and Interpretation [Amplified list of complete duties attached]
  - Principal, Austin K-12 School, Austin, NV

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### **Perceptual - Conceptual Experience**

- 20 year Project Design including techniques for organizing and changing community awareness of the arts for the Schuylkill County Council for the Arts acclaimed by professional consultants and the Pennsylvania Council on the Arts
- 5 year design for expansion of the arts program at Blue Mountain High School which succeeded involving over 70% of the student body in active involvement
- Creation of course in the Arts and Humanities at Upper Moreland High School
- 5 year design for \$7.5 million, 21st Century Committee of Strategic Planning for Sayre School System comprised of Technology, Post-secondary, and School-to-Work components
- Development and Execution of building project for New Lund Schools, Dedication August 10, 2002
- Design and Implementation of Student Information System through PowerSchool for Lander County School District
- Development of P4 – Planner, Portfolio, Projects, Presentations for both the White Pine County School District and the Lander County School District
- Nevada Department of Education Growth Model Committee Member
- Nevada Race To The Top Committees

### **Professional Abilities**

○Educator-Music Theory, Composition, Voice, Piano, Strings, General Music, Elementary Music, Recorder, Organ, Chorus, Orchestra, Band, English, Theater, Journalism

○Composer-Catalogue of 200 works for various ensembles available upon request; selected works published by Seesaw Music of New York, orchestral works in the Edwin A. Fleisher Collection of the Free Library of Philadelphia

○Musician-Piano, Voice, Organ, Violoncello

○Copyist and Arranger-Freelance commissions in the Northeast and Mid-west

○Owner-Avanti Publishing Services, Tonal Function Music and WayWordBound Publishers

○Director-[staged] JOSEPH AND THE AMAZING TECHNICOLOR  
DREAMCOAT, HMS PINAFORE, JERICO JAZZ, BYE, BYE BIRDIE,  
WHERE'S CHARLEY?, THE SECRET LIFE OF WALTER MITTY, O DAD,  
POOR DAD..., THE GLASS MENAGERIE, THE PRODIGAL SON, NOAH,  
SAMSON AND DELILAH, VINEGAR BOY, THE MAN WHO CAME TO  
DINNER, THE MUSIC MAN, INHERIT THE WIND, BRIGADOON, SEVEN  
KEYS TO BALDPATE, S.S.REDEMPTION, CHARLEY'S AUNT, HOW TO  
SUCCEED IN BUSINESS WITHOUT REALLY TRYING, DRACULA,  
ANYTHING GOES, DETECTIVE STORY, LI'L ABNER, THE CRUCIBLE,  
HELLO, DOLLY!, NOISES OFF, CAMELOT, ARSENIC AND OLD LACE,  
THE WIZ

○Conductor-Blue Mountain Choral Society, Schuylkill County Community Chorus/Singers, Southeast Pennsylvania United Church of Christ Annual Conference Festival Chorus, various festivals, numerous church choirs, BRIGADOON(Community Theater), FUNKY WINKERBEAN'S HOMECOMING, CHARLOTTE'S WEB, THE WIZ, HANS CHRISTIAN ANDERSEN, Opera Society of New Jersey

○Author-staff writer with Data Research of Philadelphia; Dramas: JOB, LIAR! with the Bonzo Theater Guild, Inc.; Co-Author with Barbara Kolb, composer, Music Theory for the Blind and Visually Handicapped for the Library of Congress: a programmed course of study; New script editions of DRACULA, ANYTHING GOES, LI'L ABNER

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○Speaker and Clinician-The Arts and Their Financial Asset to Business; The Organization and Training of the Handbell Choir; Solo Handbell Ringing; Techniques of Orff and Kodaly Educational Systems; Liturgical Dance; Contemporary Music and Notation; Chapter V Curriculum Re-Structuring; Instructional Model; Educational Objectives and their Construction; Technology in Education: The Frontier; Trainer for 4MAT Instructional Model  
○Licensed Trainer-Lesson Design Execution, About Learning Inc.  
○Computer Literacy-Finale 98 through Finale 2005, WordPerfect 7, WordPerfect 9, WordPerfect 10, Corel Office, CompuWorks, Windows 3.1, Windows 95, Windows98, WindowsXP, Windows 7, Novell Netware Systems, McGraw-Hill School Systems, NCS Pearson SASIXP, ClassXP, IGPro GradeBook, Excel, MS Office 2010, Expression Web, FoxPro, Spreadsheet, Data Base, DOS, Mac, Apple, CompuWorks, Front Page 97, Front Page 98, Front Page 2000, Front Page 2002, Front Page 2003, PowerPoint 2002, SmartBoard Technology, N6, NVivo Qualitative Analysis Software, Chancery WinSchool, Adobe Photoshop 5.5, Adobe Photoshop 7.0, Paint Shop Pro 8.0, Power School 6.2 – Implementation as well as maintenance

### **Teaching Experience**

September 1970

January 1971

January 1971

April 1971

September 1972 - January 1977

September 1972 - January 1977

June 1982

September 1984 - February 1994

July 1975 Issued

January 1990 Issued

September 1990 Issued

January 1993

September 1999 Issued

September 2000 - Present

August 2002 Issued

May 2010

- Bloom Jr. High School, Cincinnati, Grade 8 Choir, General Music, English
- Hays Elementary School, Cincinnati, Grades 4-6, General Music
- Sands Elementary School, Cincinnati, Grades 4-6, General Music
- North Avondale Elementary School, Cincinnati, Grades 4-6, General Music
- Orwigsburg Elementary School, Orwigsburg, Pa., Grades 2-4, General Music
- Blue Mountain High School, Schuylkill Haven, Pa., Grades 9-12, Ten sections of General Music, Senior Music Theory, Eight sections of General Chorus, Various Ensembles, Strings, Piano, Voice
- Dean of Students, Downeast Chamber Music Center, Preparatory Dept. of the Manhattan School of Music, Castine, Maine
- Upper Moreland High School, Upper Moreland Middle School, Willow Grove, Pa., Grades 7-12, Vocal Music, Guitar, Piano, All-School Play, All-School Musical, Orchestra, String Quartet Coach, Handbell Choir, Community Fine Arts Survey Course for Seniors, Advisor Newspaper, Advisor Literary Magazine; Trained in Essential Elements of Instruction, Student Motivation Techniques, Peer Coaching, 4-MAT, Middle States Accreditation Team, Strategic Planning
- Permanent Certification, Music K-12, Commonwealth of Pennsylvania
- Supervisory Certification, Music, Pennsylvania
- Secondary Principal Certification, Pennsylvania
- National Teachers Examination [1/9/93]: General Knowledge 686, Educational Leadership: Administration and Supervision 720
- Nevada Certification, Administration, Music
- Adjunct Instructor - Great Basin College, Music Literature, Music Fundamentals
- Nevada Certification, Administration, Music
- Pennsylvania License of Superintendent Issued

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**Education**

June 1966

●Neshaminy Senior High School, Langhorne, Pa., 6 June 1966

September 1966 - August 1971

●University of Cincinnati, College of Design, Architecture and Art; College-Conservatory of Music; 28 August 1971, Bachelor of Music in Composition, Bachelor of Science in Music Education

-Studied Design with John Peterson, sculptor

-Studied Art History with Dr. Heavenrich, curator, Santa Monica Art Museum

-Studied Piano with Jeanne Kirstien, Columbia Recording Artist

-Studied Composition with T. Scott Huston, Jenő Takacs, Paul Polombo

-Studied Conducting with Maurice Jones, Elmer Thomas

May 1989

●Temple University, Boyer College of Music; 18 May 1989, Master of Music Education

-Studied Composition with Vincent Persichetti, George Rochberg, Clifford Taylor, Barbara Kolb

-Studied Music Education - Learning Sequence with Edward Gordon

-Studied Music Theater with Art Frank

September 1991

●Temple University, College of Education; Doctoral Program in Educational Administration

July 2001

●University of Nevada-Reno, College of Education; Doctoral Program in Educational Administration

James F. Rickley  
Job Duties and Description - Assistant Superintendent

Board of Trustees  
Lander County School District

Test Director

HSPE

CRT

IOWA

Training of Staff in test administration

Clearance of All Forms

Adherence to Regulations

Coding

All Documents and Support Materials

Inventory

Ordering

Result Reporting

Interface with vendors – Measured Progress, Riverside, McGraw Hill

Inspection and correction of class lists and demographics

Release documents for parents and community on testing

Communication to staff of results

Creation, tracking and monitoring of exception forms [IEP Accommodation forms, LEP Accommodation forms, 504 Accommodations (short term and long term), Confidentiality forms]

Statistical Analysis through Excel and SPSS programs

AYP-NCLB Information and dissemination

Reporting and appeals as necessary

Analysis of data reported to board, constituencies, principals, teachers

Meeting and subcommittee meeting attendance as required

Item analysis subcommittee with the DOE cued to assist improved instruction

NWEA MAP Testing Program

Staff Training

Test Administration

Data Collection

Data Analysis

Analysis of other generated student, staff reports: Youth at Risk Surveys, tracking of students, graduation rate monitoring, attendance patterns, grading patterns and practices

Completion of major documents: Negotiated Agreement Contract; Board Policy Working Copies

School Improvement [In conjunction in the past with paid facilitator]

Facilitation of Meetings

Development of Plans

Resource and Research as requested by team

Reframing materials as directed for clarity

Web Page

Construction

Up-Dates

Publication

Student Handbooks

Parent Forms

District Documents

Calendars and Schedules

Support service subscriptions

Parent Newsletter

Unified Calendars

Board Policy Development

Development and Construction of Policies

Research into precedents and other policies

Legal Research

Support Research

Case Law Correlation and Citations

Formatting of Documents for publication

Negotiations

Administrative Team

Legal Research

Advocate for Alternative Approaches

Curriculum

Curriculum Mapping to Standards

Scope and Sequence connected to standards

Development of Reporting Systems

Publication of Individual School Curriculum Guides

Development of Course Selection Books

P4 Program – Portfolios, Projects, Planners, Presentations

Career Pathways Program

James F. Rickley  
Job Duties and Description - Assistant Superintendent

Board of Trustees  
Lander County School District

- Mapping of school offerings to career options
- Development of Integrated Curriculum Models for Science and Social Studies
- Development of consistent and integrated guidance program prek-12 tied with behavioral expectations
- Instruction
  - Development of Instructional Model
  - Development of Lesson Delivery Guide
  - Interface with staff and principals on latest research and practices
  - Best practices
    - Trained last year as a trainer in the About Learning 4MAT Instruction Model
    - Construction and expansion of Filemaker8 Program for Lesson Construction and Execution
    - Learning Style Identification and Execution
    - Differentiated Instruction
    - Cooperative Learning Development
    - Developmentally Appropriate Practices
  - McGrath Supervision Models
  - Clinical Supervision Models
  - Independent Classroom Observations as needed by principals
- Development and Execution of Standards Based Reporting System parallel to a summative system utilizing resources of the Atlas-Rubicon software – Program to be in place for Pre-K to 12 by 2008-2009 school year
- Special Education
  - Accommodation permissions
  - Inclusion Practices
  - Development and codification of Special Education Handbook
  - Development of adaptation and accommodation language utilizing Affective and Psychomotor Domains LEA when necessary
  - Clarity of IEP writing to curriculum/standards – development of doable and measurable objectives
  - Assist with some of the preparation of the electronic portions of the NASAA
- Human Resources
  - Evaluation Instrument for Classified and Support Staff
  - Development of Teacher Evaluation Instrument and Resource for Administrators
  - Development of Administrative Evaluation Instrument
- Advisor to the Superintendent
  - Exploration of alternative solutions
  - Trouble Shooter
  - Interviewer and Investigator [Independent or Biased]
  - Escort and representative to outside agencies, visitors and community – Public Relations
  - Development of press releases and articles
  - Performance Reports as required from the district to the DOE
  - Current developments in education law – case law [also communicated to principals and staff as necessary]
  - Researcher
  - Substitute for the Superintendent at state meetings
- Ombudsman
  - Sounding board for staff concerns not heard through regular sequence of reporting
  - Explorer into solution possibilities not in mainstream thought processes
  - Meeting facilitator
  - Faculty resource
- Department of Education Science Testing Item writing
- Interface with GROW Network
- Technology Resource
  - SmartBoard Trainer
  - Electronic Research Resource
  - Electronic Instructional Delivery
    - Research into student instruction programs
  - Codification of reporting systems for consistency
  - Production of digital documents – Newspaper, yearbook
  - Auto read disks
  - Training guides for staff: WinSchool, Repetitive office procedures
  - Flash Programs for demonstration of school procedures
  - Exploration of new programs – Student Information Systems and Mapping/Reporting Programs
  - NVIVO Software for Qualitative Research – Program forecast to be the new narrative for Special Education Analysis
  - Development of Voice Activated systems in current school PC's
    - Voice activated text readers
  - Electronic Libraries of Public Domain Books – Provide access in every classroom
  - Development of Electronic Textbook linkage
    - Negotiations of rights from authors rather than publishers

James F. Rickley  
Job Duties and Description - Assistant Superintendent

Board of Trustees  
Lander County School District

Construction and administration of surveys for different constituencies

Using paper

Electronically through Zoomerang.com

Analysis and reporting of results

Most Recently – 4 day school week; high school accreditation surveys

Instructor – GBC

Northern Nevada Rural Development Council

Required Conference Attendance

NASA

High School Reform

NNRPDP

Effective Schools

Curriculum Mapping

Assessment and Standards

Data Interpretation

SAGE

Excellence in Education – SB404

Special Education and Learning

School Law Conference

Professional Learning Communities

Limited English Proficiency Program

Development and Adoption of Handbook for sequence of identification

Maintenance of Testing and Records

Department of Education Committee on Curriculum Monitoring

Department of Education High School Reform Program

Department of Education Social Studies Committee

SB404 Program

Monitoring

Data Collection

Execution and Reporting to the Department of Education and Legislative Council Bureau

District Plan Monitoring – K12 Planet Component Implementation

Financial Adequacy Research Team

Codification of Student Handbooks

Development of Community Library

Merging with school library

Facility availability and possible new construction in dialogue with community agencies

Development of 5 year maintenance, transportation and facility plan

Development of 10 year capital improvement facility plan

Centralization and Organization of Human Resources/Services Department for District: Coordinating applications, postings, reference checks, interviewing, licensing, endorsements, evaluations

Analysis of Accelerated Reading and STAR Programs – Longitudinal Framework for student studies

Secretarial Training on interface between WinSchool and Microsoft Office

Microsoft Office Applications and Interaction

WordPerfect Training at Central Office

Development of Athletic/Activities Handbook

## Accomplishment Report

James F. Rickley

- Test Director
  - Successful Training, Receipt, Inventory, Distribution and Return of Summative Testing [Iowa Tests of Basic Skills(ITBS), Iowa Tests of Educational Development(ITED), Criterion Referenced Tests(CRT), High School Proficiency Examinations(HSPE), English Language Performance Assessment(ELPA)] with 100% accuracy from the sites including all auxiliary documents such as Accommodation forms for Limited English Proficiency(LEP), Special Education, Section 504 Americans With Disabilities(ADA), Confidentiality Forms, work paper, graphing paper, writing paper, and formula sheets.
    - Outcomes, Examples:
      - Lander procedures and materials have been utilized by the Nevada Department of Education
      - Lander procedures and materials have been utilized outside of the state of Nevada by test administrators in Indiana, Illinois, Iowa
      - Accommodation forms and their monitoring have resulted in no infractions as has been the case in the past
      - Forms and support materials are generated electronically, labeled and bar coded for tracking purposes
      - Established a reputation for leadership in this arena with an integrity of reporting that has led to assumptions that errors are from the vendor or the department rather than from the district
      - The testing vendors call Lander County asking for direction regarding changes
      - Suggestions from Lander County have resulted in modifications to answer documents, test preparation materials, testing questions and format of testing booklets
- Assessment
  - Successful implementation of District-wide Summative Assessment by the NorthWest Evaluation Association, Measures of Academic Progress(NWEA-MAP) throughout the district including training in interpretation in DesCartes Curriculum and Primary Assessment
    - Outcomes, Examples:
      - The NWEA-MAP assessment was fully implemented in the Spring of 2007 after several failed attempts with a staff
      - Training in all of the core subject areas in the Fall of 2007 in interpreting and utilizing the results
      - The staff response after training has been enthusiastic and supportive with a schedule for implementation into the curriculum delivery
      - The expansive use of data driven instruction based on Summative and Formative Assessments of Lander County has been used as a reference throughout the State of Nevada
  - Successful research and continuing development in a Formative Assessment Component available throughout the district utilizing the

Accomplishment Report  
James F. Rickley

software from KAMICO as well as providing the methods to utilize pre-established as well as teacher generated classroom assessments

- Outcomes, Examples:
  - The scheduled implementation in the Fall of 2008 has progressed ahead of schedule with several sites implementing the Formative Component by the end of Fall of 2007 and full implementation by the end of the Winter of 2008 term
  - Implementation teams are currently in place in three sites
- Continuing Development of Student Portfolios through the P4 Project at various buildings including the expansion into standards reporting system as well as compilation of student generated documents of performance
  - Outcomes, Examples:
    - Presentation of plan was made to Guidance Counselors with revisions in the Fall of 2006
    - Presentation of the plan was made to principals in the Winter of 2007 and implemented at one site at that time
    - One site has begun the portfolio process and is now in its second year
    - One site has begun the initiation process and expects to have student driven portfolios, planners and student led conferences in place by the Winter of 2008
- Data Analysis
  - Compilation, Analysis and Reporting of Data to the Board of Trustees, Administration, Staff, Students, Parents and Community of Testing Results(Summative and Formative), Survey Results, Preliminary Physical Plant Assessments
    - Outcomes, Examples:
      - All data is now available on CD-ROM for administrators and staff
      - Data has been utilized quickly and has affected instruction in a direct way
      - Item analysis reports of the Summative Testing have altered curriculum in the classroom to directly address gaps in student achievement
      - Analysis of Constructed Responses on Criterion Referenced Tests have led to Staff Development directed by the Northern Nevada Professional Development Program to directly work with the teachers
      - The use of the data books[hard copy] and electronic versions resulted in the district clearing the hurdles of Adequate Yearly Progress with two sites achieving the status of High Achieving and one site identified as Exemplary. The staff and the administrators refer to the data from these documents as instrumental and essential to academic achievement
      - Data Research has been utilized repeatedly to explore questions posed by the administration, community and staff addressing such issues as student involvement in extra-

Accomplishment Report  
James F. Rickley

- curricular activities, at-risk assessment, attendance patterns, disciplinary patterns, gender discrimination issues, ethnic achievement levels
- Survey materials on Workplace environment, Collaboration, Four Day School Week and the School Improvement Process were utilized immediately in adjusting each of those programs
- Survey materials for English Language Learners and the Home Environment have led to rapid identification and delivery of services to these students and clients
- Distribution of Data in the forms of hard copy, electronic copy and electronic live conveyance(via Web Page)
  - Outcomes, Examples:
    - CD-ROMS with a Web-Navigation format as well as Data materials in PDF format have made the accessibility of data quick, direct and convenient to locate
    - Hard Copy formats make the visualization of patterns and trends easy to track
    - Web Page publication has made items readily available to staff and community
    - Web Page publication has made data accessible from off-site and workshops and demonstrations assisting the staff in effective training
    - Many of the formats for reporting and comparing results from the Summative Data are now being used as templates by at least five districts in the state
- School Improvement
  - Facilitation, Direction and Monitoring of School Improvement Process through the state model(SAGE-Student Achievement Gap Elimination)
  - Preparation of materials for successful defense of Adequate Yearly Progress(AYP) designations resulting in no school in the district being designated as In Need Of Improvement(INOI)
    - Outcomes, Examples:
      - The School Improvement process has become an essential pivot for the development of program and direction that has led to site-based management of decisions and interventions when necessary for students at academic risk
  - Monitoring and Reporting of the SB404 and SB385 Funding
    - Outcomes, Examples:
      - The district established credibility with the outside educational auditors that was reported back as excellent. In fact, the auditors sent a thank you note to the district for its response to their questions as well as complimenting the district on the responsible execution of the funding.
  - Contributing Member to the Nevada Department of Education Curriculum Monitoring Instrument Development, Science Item Writing Committee, High School Reform Committee

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- Outcomes, Examples:
  - The interests of rural education were heard during each of these committee meetings assisting in documents that were not only responsive to the urban needs of Clark and Washoe Counties but to those of us challenged by limited resources and expertise
- Communication – Web Page/Calendars
  - Creation, Development and Maintenance of District Web Page
  - Monitoring of K-12 Planet for Parent Communications in compliance with No Child Left Behind(NCLB) mandate of seamless, transparency of school from home
  - Development and Maintenance of Off-Site District Calendars(Unified Calendar, Administrative Calendar, Lunch Calendar, 2 Secondary School Site Calendars)
    - Outcomes, Examples:
      - The off-site calendar was essential in communicating to parents during the emergencies of this past year, informing them of status of the schools and of their students.
      - Documents posted on the Lander County Web Site are widely utilized and read
      - The Lander County Web Site has been listed in many search engines such as Google and Yahoo.
      - The employment postings on the Web Site are picked up by placement offices and referral services
      - The published forms on the web-site have been used, implemented and adopted by other districts across the country
      - Reference materials have been utilized by other school districts across the country
- Information System
  - Clarification and Monitoring of Coding in the WinSchool Information System so that there is up-to-date data being sent to the Nevada Department of Education OTIS Big Horn Portal
    - Outcomes, Examples:
      - District data reporting has become cleaner and more precise
      - Materials posted about student demographics and identifications are now backed up by a paper trail reflecting those designations
  - Successful implementation of the merge from WinSchool into PowerSchool
    - Outcomes, Examples:
      - Development of Object reports that give pertinent summative and formative information to students, teachers, parents, staff and administration
      - Development of Standards tracking through the system and matched into the Teacher Gradebook program
      - Complete seamless interface with the Nevada Department of Education's system

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- Maintenance and Scheduling of the District's Interactive Video System
  - Outcomes, Examples:
    - The district now maintains four interactive instructional rooms and schedules courses as well as meetings that travel have made almost impossible in the past
- Curriculum and Instruction
  - Development and Training in the Nevada Department of Education Instructional Standards
  - Development, Distribution, Ratification and Training of Staff in the Lander County Power/Enduring Standards
    - Outcomes, Examples:
      - Our enduring standards that were completed and formatted for Lander County School District are now utilized in at least four other counties in the state
      - Our enduring standards have also been the basis for Atlas-Rubicon in their curriculum mapping program
      - Our enduring standards have also been programmed into the KAMICO system which is now also serving Clark County
      - The staff are monitored through the Teach For Success(T4S) program on their ability to articulate in instructional delivery those standards in the classroom
  - Development, Implementation and Training in the Instructional Model of the Lander County School District including Differentiated Instruction, Developmental Appropriate Practices, Learning Styles, Brain Hemispheric Responsive Instruction, Classroom Lesson Delivery and Monitoring
    - Outcomes, Examples:
      - Data Driven Instruction that is measurable and quantifiable have led to the ability to target areas of strength and weakness
  - Development, Preparation and Distribution of School Curriculum Guides for Each Level and Site
    - Outcomes, Examples:
      - Printed Versions have been distributed every year to each household at each school site
- Negotiations
  - Membership and Researcher for the Negotiations, Mediation and Arbitration Activities of the Lander County School District
    - Outcomes, Examples:
      - Research for the past arbitration led to a favorable outcome on the part of the district
      - Research and participation has led to the successful conclusion of the most recent round of negotiations
- Personnel
  - Development and Training of Administrators and Staff in the Certificated, Non-certificated(Aide, Secretarial, Custodial) and Administrative Evaluation Instrument
    - Outcomes, Examples:

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- The development of the non-certificated instrument has been successful in having those personnel buy into the evaluation process and has been successful in averting an effort by others to bring them into a collective bargaining unit – the only district in the state that still has not such unit
- Fill-in documents are available for the administrators
- Successful monitoring of staff through clinical supervision as well as documentation for relocation of personnel
  - Outcomes, Examples:
    - The use of clear and precise clinical supervision has assisted in improving instruction and participation on the part of all staff
    - This same use has led to the successful exit by resignation or retirement of other staff not coming up to the standards of expectation
- Development of Electronic Forms for Documents
  - Outcomes, Examples:
    - The evaluation rubric is available for perusal by all of the staff members as well as by the Board of Trustees and the community – there are, therefore, no hidden agendas – expectations are clearly explained on all levels of the employment scene
- Research, Compilation and Publication of Legal Case Law Bulletins and Briefs for Administrative Staff on Issues Relevant to their day to day operations
  - Outcomes, Examples:
    - Briefs relevant to the Lander County School District were published on a regular basis in the past year and are scheduled to resume shortly
- Resource and Trainer for Staff in Electronic Application Software – WordPerfect, Excel, Word, Access, WinSchool, FrontPage, SPSS, Reliance, NVivo Qualitative Analysis Software, Inspiration, MindManager, Adobe Photoshop, JASC Photo, Corel Media, Adobe Document Editor and Portable Document File Production
  - Outcomes, Examples:
    - The ability to address the needs of secretarial and instructional staff have led to a marked reduction in the denial of services to children because of clerical problems
- English as a Second Language(ESL)
  - Research, Development, Preparation and Distribution of English as a Second Language(ESL) Manual and Policy Ratified by Board of Trustees
  - Identification, Evaluation, Preparation and Maintenance of Personal Education Plans(PEP) for all students responding to the ESL Criteria
    - Outcomes, Examples:
      - Our Manual and Forms are now being used in three other counties in the state
      - Our Manual is being referenced by the Nevada Department of Education