

Carol A. Pallas, Ed.D

Summary Statement

Innovative district administrator and teacher with demonstrated leadership abilities, problem solving, program development, recruitment, budgeting, and staffing experience. Possess strong interpersonal and communication skills, enthusiastic, visionary, objective, team builder, collaborative nature, results and goal oriented, and skilled in making things happen.

Work Experience

July 2012-Present

Chief Academic Officer, Greece Central School District, Rochester, NY

- Responsible for oversight of K-12 school structure and organization;
- Responsible for school and district academic performance;
- Supervise all building principals, assistant principals and interns;
- Supervise Coordinators of Middle School Re-engagement Center and Alternative education;
- Supervise the Director of Response to Intervention and Teacher Center Director;
- Supervise and deploy District-level interventionists;
- Coordinate work of cabinet level Assistant Superintendents;
- Liaison to the Board of Education in school related matters and human resources;
- Supervise instructional professional development districtwide;
- Supervise teaching and learning teams districtwide;
- Supervise efforts to implement family friendly schools and increase family engagement;
- Responsible for principal and teacher evaluation;
- Develop annual district budget with executive team for Board of Education and community;
- Parent designee for all school issues and concerns

January 2012-September 2012

Transition Coordinator, Greece Central School District, Rochester, NY

- Led successful oversight of transition process in consolidation and closing of multiple schools;
- Lead Coordinator of all district transition teams, including direct facilitation of district-wide team;
- Developed web page specific to consolidation off of district main web page;
- Oversight of student enrollment, staffing, and facilities transitions;
- Attended regular meetings of Parent-Teacher Council to provide updates related to the transition process;
- Provided regular updates on transition plans to Board of Education at monthly meetings;
- Ensured transition resulted in successful school opening for all schools

July 2011-June 2012

Assistant Superintendent of PK-12 Schools, Greece Central School District, Rochester, NY

- Responsible for all 20 PK-12 schools related to all areas with a focus on instruction and student achievement;
- Supervise 21 principals, 25 assistant principals, 5 support staff;
- Led implementation of the Common Core Standards, data-driven instruction, and teacher evaluation;
- Supported all schools leadership and management through daily contact and regularly scheduled meetings;
- Led principal and leadership team meetings with a focus on college and career readiness;
- Critical member of Superintendent's cabinet team and school focus team;
- Worked closely with Superintendent, Board of Education, and leadership team to develop annual budget of \$197 million;
- Worked with school leadership teams on development and implementation of school improvement plans;
- Developed annual school calendar with union leaders;
- Responded to daily parent/student/community concerns, questions, ideas;
- Worked closely with the Board of Education on realizing Board, District, and School goals and initiatives;
- Supervised professional development districtwide and implementation of new OASYS evaluation system;
- Served as instructional representative for district in negotiations with teacher's bargaining unit;
- Continued work from previous position as Assistant Superintendent for Elementary Schools;
- Participated in monthly Executive Session meetings with Board of Education, frequently present on programs and updates at monthly meetings;
- Oversight of Human Resources Department with focus on implementation of teacher and principal evaluations.

August 2007-June 2011

Assistant Superintendent for Curriculum, Instruction, and Assessment for Elementary Schools and Professional Development, Greece Central School District, Rochester, NY

- Led development of comprehensive plans for English Language Arts and Mathematics using Federal Stimulus Funds;
- Led district-wide focus on Professional Learning Communities within schools;
- Led school improvement planning using the SMART goals process for thirteen PreK-5 elementary schools;
- Assisted elementary principals with implementation of the instructional program at the building level;
- Served on Superintendent's Cabinet collaborating on district-wide planning and decision making;
- Worked closely with the Board of Education on matters related to elementary instruction and professional development including board presentations at multiple monthly meetings;
- Supervised entire Professional Development department for district, including; multiple in-house offerings, conferences, consultants and on-line academy;
- Led planning and implementation of agendas for the annual Administrative Summer retreat;
- Instrumental in obtaining Reading Recovery program for Title One schools and expansion of program;
- Researched and recommended dual language multiage pilot program at the K-1 level;
- Supported new literacy assessment for intermediate grade levels;
- Served as co-chair of district's Elementary Math Resource Committee, charged with determining criteria for new math program;
- Led Elementary Principal meetings bi-monthly with a focus on professional development;
- Co-led district leadership meetings with ASI for secondary schools;
- Led professional development sessions for teachers and administrators on various topics with a predominant focus on literacy;
- Responsible for Universal PreK grant/supervise Pre-Kindergarten program for the district and off-site providers including planning and professional development;
- Instrumental in bringing *MyLearningPlan* software to district for use in tracking professional development;
- Conducted multiple interviews for hiring at all levels of the organization;
- Coordinated national consultant work with teachers at the elementary level;
- Co-facilitated Title grants for district;
- Supervised Coordinator of Elementary English Language Arts Coordinator;
- Chosen to present at Reading Recovery National conference on successfully leading the program in a large district;
- On-going research relating to current initiatives and potential future programs

September 2005-August 2007

Assistant Superintendent for Human Resources/Staff Relations, Greece Central School District, Rochester, NY

- Served on the Superintendent's Cabinet collaborating on District-wide planning and decision making;
- Served on the Superintendent's Staff advising department leaders on HR, labor, and staffing issues;
- Worked closely with the Board of Education on District personnel and staff related issues;
- Prepared for, attended, and participated in each regular and executive session, and study sessions of the Board of Education;
- Prepared monthly staffing report for each Board of Education meeting;
- Supervised a staff of 15 in the Department of Human Resources, including Civil Service, Labor Relations, and Benefits;
- Oversaw the hiring and recruitment of all District staff (approximately 3,500 staff, eight unions, and a non-unit group);
- Directly oversaw the recruitment, hiring, placements, transfers, layoffs, and separations for 1,600 certified staff;
- Worked collaboratively with school attorneys on collective bargaining unit issues; particularly problem solving, mediations, arbitrations, and hearings;
- Met regularly with union leadership regarding problem solving issues;
- Negotiated on-going settlements and agreements with union leadership;
- Coordinated monthly accountability meetings regarding staff performance and leadership team meetings.

November 2003-September 2005

Director of Human Resources, Greece Central School District, North Greece, New York

- Oversaw the recruitment, hiring, placements, transfers, layoffs, and separations for 1,600 certified staff;
- Maintained personnel records for all District employees along with a comprehensive employee database;
- Supervised a staff of six (6) in the HR Office, substitute teachers, and tutors;
- Developed an aggressive recruitment schedule both within New York State and surrounding states;

- Developed recruitment materials including an award winning brochure;
- Worked collaboratively with school attorneys on collective bargaining unit issues; particularly problem solving, mediations, arbitrations, and hearings;
- Met with union leadership regularly regarding problem solving issues;
- Screened and interviewed prospective teacher, student teacher, substitute teacher, and tutor candidates;
- Negotiated the Substitute Teacher Contract annually;
- Worked closely with administrators on teacher related issues and interpretation of contract language;
- Participated in monthly accountability meetings regarding staff performance and leadership team meetings;
- Organized the annual District Teacher Exposition and Job Fair, New Teacher Induction, Student Teacher Orientation, Substitute Teacher Orientation, Years of Service, Tenure celebration, retirement dinners, and staff recognition affairs;
- Responded to an array of HR related questions each day from district administrators, teachers, and outside sources;
- Assisted certified staff in meeting New York State certification requirements;
- Ensured staff met the Federal mandates under No Child Left Behind and HOUSSE;
- Collaborated yearly on writing the Teachers of Tomorrow (TOT) grant for newly hired teachers;
- Represented the Executive Director for Human Resources and Staff Relations at various functions;
- Member of the Monroe County Personnel Administrators, New York State Association of Personnel; Administrators (NYSAPA) and Mid-Atlantic Association for Employment and Education, attend periodic conferences for each group.

July 2000–October 2003

Principal, English Village Elementary School (PreK-2), Greece Central School District, North Greece, New York

- Supervised certified staff and building support staff;
- Developed comprehensive School Improvement Plan, establishing school-wide goals annually;
- Developed and led professional development opportunities in areas of ELA, Math, Science and Social Studies;
- Coordinated staff development opportunities with sister school within the District;
- Led school in development of Signature School focus, specifically, School of Communications Technology;
- Led school through capital improvement construction project;
- Planned and implemented school-wide Character Education/Asset Development Program;
- Supported Head Start and Universal Pre-K Program and developed relationships between home and school;
- Wrote, developed, and implemented proposals for building level curriculum programs;
- Promoted and secured Reading Recovery Program; responsible for teacher training and implementation;
- Taught summer balanced reading and writing workshops at the Monroe 2-Orleans BOCES;
- Developed and taught Balanced Literacy In-service (BLIC) workshops for District primary teachers;
- Served on the Technology, Inclusive Education, Pre-K, Balanced Literacy Committees, School Improvement Team, Instructional Support Team and Parent Teacher Association;
- Wrote Pre-K curriculum for new Universal Pre-K classrooms;
- Organized family reading nights, game nights, sock hops, ice cream socials;
- Enhanced home and school relations and provided activities and opportunities for positive and meaningful interaction among families, students and staff;
- Students from Kindergarten class of 2005-received 33% increase on 4th grade ELA assessment-highest in the district.
- Attended Harvard Principals Institute for two weeks

July 1997-July 2000

Principal, Mexico Elementary School (K-4), Mexico, New York

- Supervised certified staff and building support staff;
- Developed comprehensive School Improvement Plan, establishing school-wide goals annually;
- Created school-wide committees targeted toward specific goals in school improvement plan;
- Wrote and received grant monies for Parent Resource Center and professional development in Reading;
- Planned and implemented school-wide Character Education/Asset Development Program;
- Encouraged and increased volunteer programs throughout the school;
- Promoted District-wide K-2 2000 Reading goals targeted to ensure students read at appropriate grade level by Grade 2;
- Introduced fund raisers to enhance and complete the Reading series programs funded by the District;
- Provided opportunities for Reading Recovery Program instructors to interact with classroom teachers;
- Supported teachers in implementation of the Technology and New Reading Series initiatives;
- Introduced a Mentor Reading Program for Grades K-4;
- Conceptualized and implemented multi-age and looping classrooms;
- Conducted weekly grade level meetings;

- Facilitated change and strengthened morale and cohesiveness among teachers and staff members;
- Served on numerous district committees to support student learning

August 1987-June 1997

Teacher, Rome City School District, Rome, New York

- Taught elementary Grades 1, 3, 4, 5, 6 at four elementary schools

Education

- **Ed.D in Educational Leadership** from the Warner School at the University of Rochester, Rochester, NY, March, 2011
- **Certificate of Advanced Study** from the State University of New York at Cortland, Cortland, New York
Administrative Internship completed at the John E. Joy Elementary School and Special Education Summer School in Rome, New York, December 1996
- **Master of Science in Education** from Elmira College, Elmira, New York, January 1989
- **Bachelor of Science in Education** from the State University of New York at Geneseo, Geneseo, New York, May 1986

Certifications

- New York State School District Administrator, permanent
- New York State Elementary Education, N-6, permanent

Professional Memberships

- Association for Supervision and Curriculum Development (ASCD)
- New York State Council of School Superintendents (NYSCOSS)
- International Reading Association (IRA)
- National Association for the Education of Young Children (NAEYC)

References

Available upon Request