

# Kevin C. Dean, M.Ed.

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## EDUCATION and LICENSURE

**Boston College:** Masters of Education in Education Leadership, August 2014

**Villanova University:** Bachelors of Arts in English, 2004

**Massachusetts Initial Principal/Assistant Principal License 9-12,** October 2014 #457931

**Massachusetts Preliminary Teaching License in English 5-8, 9-12,** February 2012, MEPID: 53590332

## PROFILE

*I am a passionate and mission-driven aspiring school leader with over 10 years of teaching and leadership experience in public, independent, collegiate, and non-profit education institutions. My work is dedicated to the idea that all students deserve an equitable, college-preparatory education reflecting 21<sup>st</sup> Century realities in a safe, inclusive school environment that emphasizes whole-student development and family partnership.*

## LEADERSHP EXPERIENCE

**Urban Scholars Program at UMASS Boston, Boston MA.....9/2011-Present**

**Assistant Director – (Interim 8/2012-5/2013)**

- **Program Design and Administration**

- Designing, administering, and evaluating 30 weeks of afterschool college-preparation academic and enrichment programming for 120 students in grades 7-12 including semester-long (12 weeks) courses; year-round tutoring; dual enrollment; 1-1 advising; internship program, college counseling; seminars, workshops, guest speakers and general enrichment;
- Designing, supervising, and evaluating entirety of 7-week, 40 hours per week summer program; recruiting, hiring, orienting, and developing 20 employees; designing schedule, student placement, and managing plant operations;
- Managing all student and family service including requirements for participation; student stipend allocation; crisis management and mandatory reporting; implementing 504 Plans/IEPs; running seasonal orientations; coordinating college advising and financial aid seminars;
- Overseeing work of Program Assistant/Activities and Communications Coordinator including student recruitment, quarterly newsletter, and program data – student GPA, retention, college attendance and persistence;
- Recruiting, hiring, retaining, and developing instructors, lead teacher, tutors, and summer teaching assistants (~30 total) - coaching to ensure high quality performance; establishing vision, goals, and best practices for teaching;
- Designing and supervising academic year one-on-one and small group tutoring program for 65 students; employing data analysis to measure, evaluate, and increase program effectiveness;
- Allocating \$160,000 annual teaching and learning budget including hiring expenses, materials, and enrichment;
- Preparing quarterly and yearly reports for Vice Provost of Academic Support Services;
- 100% college acceptance; 90% year-to-year student retention; 80% quarter-to-quarter student GPA increase.

- **Innovation and New Program Development**

- Expanded tutoring program from 30 to 60 students to increase support services for all students;
- Expanded weekly programming from 2 days to 4 notwithstanding a static or shrinking budget;
- Founded Winter and Spring 6-week “Achievement Academy” tutoring intensives for struggling students;
- Establishing a whole-program focus on Habits of Mind and Essential Skills via adapting and situating the Achieving-Connecting-Thriving framework from Boston After School and Beyond in all teaching;
- Founded and edit quarterly newsletter for partners, program funders, and department colleagues;
- Initiating and sustaining program evaluation partnership with Boston After School and Beyond;
- Establishing, personally writing, and implementing instructor and student/family handbooks;
- Designing and supervising student and teacher evaluations; establishing and implementing program policy around attendance, membership, and behavioral expectations;
- Establishing and supervising quarterly academic advising program for all students; mentoring 25 students;
- Founded end-of-semester/summer project showcase event and annual Thanksgiving food drive.

- **Partnerships**

- Brokered a multi-year summer programming partnership with the Institute of Contemporary Art (ICA) to offer 100+ hours of digital arts instruction annually serving 75 students over 5 weeks;
- Partnered with UMB Undergraduate Admissions to secure Dual Enrollment for grade 10-12 students;
- Partnered with the Office of Student Leadership to provide leadership workshops for Scholar Council;
- Partnered with Continuing and Advancing Professional Studies and IT to offer on-line university courses;
- Developed and supervised 3-course Sports Management academic track with Vice Chancellor of Athletics;
- Coordinated with UMB Psychology Department to develop Youth Initiated Mentoring program and study;
- Partnered with Edward Kennedy Institute for the U.S. Senate to develop and participate in programming;
- Developed a partnership with the MacArthur Foundation’s “Veteran’s History Project” and National Endowment for the Arts “Poetry Out Loud” to be the only non-high school to offer the curriculum.

**Summer Institute 2012: Lead Teacher:** Coordinated the 7-week, 40-hours/week academic program; supported instruction, established teacher and teacher assistant evaluation program;

**Fall 2011/Spring 2012: Teacher:** Designed and taught 12<sup>th</sup> grade rhetoric course and SAT prep.

**Principal Intern (Primary Placement) - New Mission High School, Boston, MA.....6/2013-7/2014**

- Supervision and evaluation of ELA and Special Education staff through the district’s new Educator Develop and Feedback System (EDFS) to set SMART goals, perform classroom observations (announced/unannounced), provide feedback, design and supervise improvement plans, and determine final assessment;
- Co-leading annual school budget allocation and teacher retention, dismissal, and hiring process;
- Performing PSAT/SAT data analysis; designing and overseeing a variety of instructional initiatives to improve student performance including cross-content literacy and interdisciplinary projects;
- Co-leading grade 10 cluster, supporting student interventions, grade-level concerns, and parent-faculty meetings;
- Co-leading English Department through year-long cycle of inquiry; designed and carried out a teacher-led lesson study project via weekly meetings and collaborative lesson design; used protocols to analyze student work, calibrate grading, and determine best course of action and areas of highest need;
- Performing duties and tasks under headmaster’s supervision including but not limited to student crisis management, school plant operations; fire and shelter-in-place protocols; interviewing teaching candidates.

**Principal Intern (Secondary Placement) – Sturgis Public Charter School, Hyannis, MA.....9/2013-6/2014**

- Performing comprehensive review of school’s student/parent handbook and providing recommendations;
- Observing variety of instruction and “International Baccalaureate for All” program mission and coordination.

**Boston College Lynch School of Education, Chestnut Hill, MA.....8/2012-6/2013**

**Graduate Assistant in Pre-Practicum Supervision of Student Teachers**

- Supervised lesson planning; observed instruction and provided feedback; responded to weekly journal assignments; coached and supported student-teachers in one-on-one and group contexts in “Quality Conversations;” provided mid-term and final evaluations and recommendations for improvement and/or licensure.

**TEACHING EXPERIENCE**

**Garrett College, McHenry, MD.....8/2010-9/2011**

**Adjunct Faculty: Freshman Developmental English; English Curriculum Consultant**

- Taught ELA and life skills courses; advised freshman; led alignment of first-year ELA curriculum.

**Internationale Schule Frankfurt-Rhein-Main, Frankfurt, Germany.....8/2008-7/2010**

**High School /Middle School English Teacher: grades 7, 9, 11, 12 over two-year contract**

- IB A1 World Literature Higher Level/AP Literature (combined course) in grades 11 and 12; grades 7-11 ELA.

**American School of Durango, Durango, Mexico.....8/2006-7/2008**

**High School/Middle School English Teacher: grades 7-12 over two-year contract**

- Lead English Teacher 2007-2008: led a vertical and horizontal alignment of K-12 ELA curriculum.

**Notre Dame High School, Elmira, New York.....1/2005-7/2006**

**High School English Teacher**

- Taught Grades 9-12: World, American, British/European literature, 10<sup>th</sup> and 11<sup>th</sup> grade Honors.

**ADDITIONAL INFORMATION**

**Awards:** National Summer Learning Association – Excellence in Summer Learning Award Semi-Finalist, 2013. Boston College Dean’s Award Scholarship Recipient, 2012; NEH Summer Seminar in Ireland grant, Summer 2006.

**Training:** *The Work of Leaders: Vision Alignment, Execution*, 10/2014 – Umass Boston; *Future Thinking – Decision Making and Change Management Tool*, 11/2014 – Umass Boston; Boston Public Schools Educator Development and Feedback System 10/2013; Web-site design and editing – Umass Boston 6/2013; Grade Quick, Edline.

**Professional Associations:** Massachusetts College of Art and Design “Artward Bound” Program Advisory Board member; Massachusetts Education Opportunities Association (MEOA) member; Boston Teen Programs Group member.

**Languages:** Intermediate Spanish.