

DENNIS A. RICHARDS

129 Haverhill Street
Andover, MA 01810
(508) 475-1738

Certification

**Superintendent and Assistant Superintendent
Secondary English Teacher**
Massachusetts Certificate # 234875

Education

Ed. D. Candidate - Harvard Graduate School of Education
Administration, Planning and Social Policy
Courses and Qualifying Paper completed.

Principles Of Effective Teacher Performance Evaluation Systems
Qualifying Paper for Dissertation

Ed. M. - Harvard Graduate School of Education
Administration, Planning, And Social Policy

M.A. - Middlebury College
English Language And Literature

B.A. - Merrimack College
English

Experience

Leadership and Administration

Interim Superintendent
Reading Public Schools (Beginning May 1995)

Assistant Superintendent/ Acting Superintendent
Reading Public Schools (8/93-4/95)

Educational Supervisor
Nashua, NH Public Schools (1/91-8/93)

Central Office Position. 741 instructional staff, 11,885 students in 16 schools, \$49.5 million budget.

Educational Leadership

Supervise and evaluate elementary teachers and principals. Coordinate the professional development of elementary teachers and principals. Coordinate gifted education, system wide. Coordinate Nashua's Odyssey of the Mind teams. Coordinate the selection and assignment of elementary staff. Coordinate curricular revision and development.

Coordinate the New Teacher Mentor Program. Assist Assistant Superintendent, Elementary in the evaluation and selection of textbooks, instructional materials and equipment. Oversee art and music programs, R-VI. Coordinate student teaching program Chair and/or serve on various committees: Professional Development Process, Program Planning and Review, Math, Science, Language Arts and Reading, School Advisory, Ear Release Days, and Grouping Practices.

Management and Administration

Assume the functions of the Assistant Superintendent, Elementary in that person's absence. Assist in the review of budget requests from elementary schools. Review and make recommendations for the resolution of parental concerns and problems not resolved at the school level. Coordinate the standardized testing program. Organize elementary summer school program, R-VI. Assist with and participate in public relations/information activities.

Chairman, Professional Development Committee
Greater Lawrence Educational Collaborative (6/90-1/92) Andover, MA

The Professional Development Committee sponsors activities for collaborative members from eight school districts in northeastern Massachusetts (Andover, Boxford, Topsfield, Haverhill, Lawrence, Methuen, Middleton, and North Andover), the Greater Lawrence Technical School and G.L.E.C.'s staff of special education teachers and administrators.

Sponsored activities include Cross-district Workshops presented by local educators, Shared In-Service Days, Training of Trainers Institutes, local Exemplary Educational Programs open to visits from interested educators, a Regional Staff Development Newsletter, an Educator Research Center, a principals' round table on "Creating Schools Where Teachers Learn" and an Educator as Learner Conference.

Director Of Collaborative Planning
Lawrence, MA Public Schools (9/88-9/90)

Central Office Position. 1,000 staff, 10,000 students in 19 schools. \$38 million budget.

Educational Leadership

Directed development of a regional staff development program for Lawrence and 7 other school districts (Total: 3,000 educators and 32,000 students). Coordinated K-8 curriculum revision in art, music, and physical education. Conducted a K-12 Technology Needs Assessment and follow up planning. Began the implementation of a seven-year, K-12 instructional technology assistance plan. Initiated and administered a teacher mini-grant program for encouraging collaboration between Andover and Lawrence.

Management and Administration

Planned a \$32 million, PK-8 elementary school for 1300 students. Served as Executive Secretary for the City of Lawrence School Building Committee. Coordinated the preparation of a comprehensive building needs study of the City's 16 school facilities. Coordinated production of a video detailing conditions of the City's school facilities. Coordinated all bidding for the school district. Served as school department liaison between the school department's Supervisor of Custodians and the Department of Public Works' Head of Maintenance. Monitored and reported on overtime for 60-70 custodians.

Director, Collaborative School Project
Andover and Lawrence, MA Public Schools (2/87-8/88)

The Collaborative School Project was a proposal to build an innovative elementary school (PK-8) for 1200 children from Lawrence and Andover, Massachusetts.

Collaboration

Established and directed 7 task forces and 3 committees involving over 200 people who worked on development of the project. Directed the writing of reports on collaboration, school location, student enrollment, staffing, curriculum, professionalism, finances and governance.

Public Relations

Articulated the Collaborative School values of shared leadership, holistic education, demonstrated learning and respect for human similarities and differences. Reported on the project to citizens, parents, elected officials, school and municipal department staff and university officials.

Negotiations

Coordinated the writing of enabling legislation, an operational agreement and a personnel manual. Developed a two-tiered governance/shared leadership structure for the school.

Superintendent Of Schools: Intern
Andover Public Schools (2/86-5/86)

Consulted with the superintendent and two assistant superintendents on numerous issues such as organizational dynamics, school system culture, decision making, leadership, management skills, planning, parental involvement, curriculum and instructional development, staff development, budgeting, collective bargaining, supervision/evaluation and structured collaborative inquiry.

Assistant Superintendent Of Schools: Intern
Hopkinton, MA Public Schools (1984-1985)

Assessed staff and curriculum development (K-12) - Administered surveys, conducted interviews with students and staff, observed classroom presentations, and reported my findings and recommendations.

Principal Supervisor, Harvard Certification Pattern
Harvard Graduate School of Education (1/86-5/86)

Supervised graduate students in their practicums for Massachusetts certification as principals.

Teaching Fellow, Improving Schools
Harvard Graduate School of Education (9/85-2/86)

Supervised administrative interns in schools in Massachusetts and Maine and assisted with the class planning and presentation.

English Department Chairperson

Hopkinton Junior-Senior High School, 7-12 (1979-1987)
Cardinal Cushing High School, So. Boston, MA (1974-1975)

Coordinated English Language Arts curriculum and instruction: Responsible for staff and curriculum development, staff supervision and evaluation, budget preparation, and inventory control.

Co-Director, Personalized Learning Program
Cardinal Cushing High School (1974-1975)

Consulting, Training and Research

Trainer

Learning Centered Schools (1991)
Mentoring Beginning Teachers (1991)
Professional Development Process (1991)
Supervising Student Teaching (1991)
Teaching and Learning (1991-1992)
Training of Trainers Institute (1989 & 1990)

Curriculum Development

Andover Public Schools (1986-1987)

Consultant

The Regional Laboratory for Educational Improvement of the Northeast and the Islands (1986)

Harvard Research Assistant

Harvard Professor David Kuechle (1986)

Television

MCET Program "Funding Technology Plans"
Panel Participant (4/95)

Teaching

English And Communication

Hopkinton Junior-Senior High School (1979-1987)
Wayland, MA High School (1976-1979)
Newbury Junior College, Boston, MA (1975-1977)
North Andover, MA High School (1975-1976)
Cardinal Cushing High School (1970-1975)

Recent Professional Development

Staff Development (1994)
State Curriculum Frameworks (1994)
Curriculum Frameworks Study Groups (1994)
Performance Assessment (1994)

Massachusetts Educational Reform (1994)
Massachusetts Superintendents (1993)
Observing and Analyzing Teaching I & II (1991-1993)
Alternative Science Assessment (1993)
Total Quality Management (1993)
Multiple Intelligences (1992)
NH & Maine Gifted Conference (1992)
Cooperative Learning and the Gifted (1992)
Good Science Instruction (1991-1992)
Whole Language / Integrated Language Arts (1992)
Math Manipulatives (1992)
National Science Teachers Annual Convention (1992)
Teaching Thinking (1992)

Recent Affiliations

Massachusetts Board of Education Advisory Council on Gifted & Talented Education
Member (1994 - Present)

Massachusetts Department of Education Statewide Assessment Advisory Committee
Member (1994 - Present)

Massachusetts Association of School Superintendents Task Force on Technology
Member (1994 - Present)

Staff Development Council
Member of State and National Council (1994 - Present)

Association For Supervision And Curriculum Development
Speaker, Annual Convention - "Collaborative School Project" (1989)
Member of State and National Association (1986 - Present)