

## Margaret Marotta Smith

### PROFESSIONAL SUMMARY

Passionate and productive education leader with extensive experience implementing and developing educational programs and curriculum, overseeing operations and managing budgets in a variety of school environments. Liaison skilled at bringing together families, teachers, community supports and civic leaders. Strong communicator able to motivate and bring people together for the benefit of all learners. Doctor of Education anticipated December 2018.

### QUALIFICATIONS

Effective Leadership Skills	Special Education Administrator	Budget Management
Systems Analysis	Community Collaboration	Grant Writing/Curriculum Development
Professional Staff Supervision	School Redesign	Author/Training Development

### CORE ACHIEVEMENTS

- Resolute member of a successful turn-around team, raising a district out of level-four status through impactful classrooms changes, data systems, collaborative structures, principal development, and defined expectations
- Key participant in multiple successful large scale grants, Horace Mann Charters, Innovation School and Public Day School applications
- Restructuring of district-wide special education supports leading to:
  - Resolution of 27 areas of ongoing noncompliance cited by DESE
  - Reduction of 20% paraprofessional staff to increase professional staff
  - District wide special education rate reduction of 6%
- Author of *A Parent's Guide to Special Education*; published in three languages by the Massachusetts DESE

### PROFESSIONAL EXPERIENCE

**Assistant Superintendent**, Salem Public Schools, Salem, MA 2012 to Present

- Advance the quality of school leaders through recruitment, development and supervision
- Oversee student support systems including: Special Education, Alternative Education, Early Childhood Education, Nursing, Guidance, Safe & Supportive Schools, Attendance and Homelessness Services
- Effective design and management of \$22.4 million budget, targeting and sharing resources to assure efficient use of resources including dollars and staff
- Supervision 300 plus: supervisory, professional, paraprofessional and administrative staff
- Support systems change through joint visioning, priority setting, skill development, and structural realignment

**Director Pupil Personnel Services**, Salem Public Schools, Salem, MA 2010 to 2012

- Administrative, supervisory and fiscal responsibility for Special Education, Nursing, Attendance and Transportation departments of Salem Public Schools.
- Reorganized Pupil Personnel Services resulting in cost reductions, DESE non-compliance resolutions, utilization of teaching/learning supports vs. contracted services, creation of Team Chairperson positions and decrease in parent complaints, legal fees and rejected IEPS
- Participated in district wide: Management, Curriculum, Facilities and Union Negotiation Teams

**Assistant Director Special Education**, Unified Student Services, Boston Public Schools, Boston, MA 2007 to 2010

- Director of special education operations, fiscal management, program development and assignments in a district of 157 schools
- Collaboration with families, principals/headmasters, litigators, budget office, advocates, school staff, human resources and social service agencies to support a culture of high expectations, sound instructional practice and educational equality
- Reorganization of special education programming assuring availability of all programs in each zone supporting family consistency, minimal student transitions and program quality
- Representative on: District Turnaround teams, Principal Hiring Committees, Curriculum Development Committee, Special Ed/ELL response to Office of Justice and District-wide Curriculum Alignment Process

**PROFESSIONAL EXPERIENCE** *(Continued)*

**Assistant Program Director**, Teaching & Learning Unified Student Services, Boston Public Schools 2004 to 2007

- Administration, evaluation and oversight of special education program and staffing
- Worked collaboratively with Boston families representing varied cultural, linguistic and social backgrounds
- Consultation and management of situations involving litigation or crisis to assure student centered outcomes
- Responsible for staff evaluations and ongoing feedback at the school level for decision making and instruction
- Ongoing staff development around Response to Intervention (Tiered Instruction), Universal Design and Cultural Awareness
- Provide technical assistance around special education to principals, operational leaders and management staff

**Special Education Team Chairperson**, Peabody Public Schools, Peabody, MA 2002 to 2004

- Supervision and evaluation of services to assure all students are held to high education standards and supported in meeting their goals
- Participation in Circuit Breaker, Coordinated Program Review, DESE audits, district-wide program evaluation
- District designee in determining eligibility for special education, IEP development, disciplinary action and placement

**Associate Director Special Education**, Federation for Children with Special Needs, Boston, MA 2000 to 2002

**Project Coordinator**, Federation for Children with Special Needs, Boston, MA 1998 to 2000

**EDUCATION**

<b>Doctor of Education Candidate:</b> Boston University, Boston, MA	Expected December 2018
<b>Advanced Certificate Health Care Management:</b> Suffolk University, Boston, MA	1998
<b>Master of Public Administration,</b> Suffolk University, Boston, MA	1998
<b>Master of Science - Mental Health Counseling:</b> Suffolk University, Boston, MA	1998
<b>Bachelor of Arts - Spanish and Psychology:</b> Assumption College, Worcester, MA	1988

**Additional Graduate Course Work Includes:** Observing and Analyzing Teaching, Exploring School Administration, Essential Facilitation for IEP Meetings, ELL Category Training, SEI Certification, and MA DSAC Special Education Leadership Institute, ALICE (Alert, Lockdown, Inform, Counter Evacuate). Instructor, Safety Care Trained

**AWARDS/ACCOMPLISHMENTS**

- Training/Curriculum Development and Delivery to: Boston Teachers Residency Program/UMass Boston, Mass DOE, Federation for Children with Special Needs, Commission for the Blind, Head Start and Departments of: Mental Health, Mental Retardation and Public Health
- Lead the first district-wide implementation of City Connects support system in partnership with the *Education, By All Means Initiative* at Harvard University's Redesign Lab
- Certified ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Instructor
- Elected as Chairperson Lynnfield Public School's Parent Advisory Council – served 5 years
- Member of Massachusetts DOE "IEP Revision Task Force"
- New Liberty Charter School Board of Directors 2014, 2015, 2016